



ST. AUGUSTINE PREPARATORY SCHOOL

April 1, 2020

Dear St. Augustine Preparatory School Families:

We are pleased to announce that we will be partnering with Smart Tuition for the processing and collection of tuition and fees for the 2020-2021 school year. **Smart Tuition will replace our current processing service, FACTS.** Families will need to enroll in Smart Tuition--a simple process that will be explained when contracts are released--Returning Families April 15 / Class of 2024 April 22.

Smart Tuition makes it easy for you to:

Select a payment method that works best for you

- Set up recurring automatic payments from your bank account or credit card
- *Visa, MasterCard, Discover, and American Express* are accepted

Access your account online

- Review account history and transaction details
- Edit your contact information, password, and payment method
- Make a payment or set up recurring payments

Receive payment and follow up reminders

- For recurring payments, a reminder is emailed 7-10 days before the due date
- For missed payments and outstanding balances, you will receive an email and phone call

Speak with a customer service representative

- Families can access their accounts to check balances and make payments 24/7
- Spanish speaking representatives are available
- Call toll-free to make payments at (888) 868-8828

If more than one person is responsible for payment, please send in a letter signed by both parties indicating the financial responsibility of each individual to the school. All responsible parties must enroll in Smart Tuition and tuition amounts due will reflect the financial responsibility indicated in the letter.

Thank you for selecting St. Augustine Preparatory School for your child's education.

Sincerely,

The St. Augustine Preparatory School Business Office | businessoffice@hermits.com

ST. AUGUSTINE PREPARATORY SCHOOL

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