

Once you are logged in a yellow banner will be displayed across the top of your page. Click on the yellow banner to complete the re-enrollment process. If you have more than one son to re-enroll you will need to sign a contract and submit a deposit for each student.



1. Click on the Contract to Review.
2. On the Contract to Review-Files and Forms tab-Tuition Management Contract-click on review and then agree to the e-signature agreement.
3. On the Contract to Review-Re-enrollment-Click the Continue to Contract button
4. Click yes, you already have a Tuition Management account (also known as Smart Tuition) with St. Joseph's Preparatory School. Enter your Tuition Management username and password. Click on Continue to Contract.
5. On the Re-Enrollment Contract Tab, your son's name and grade entering will be displayed.
 1. If your son **is returning**, click "No" and carefully review all terms of the contract. Proceed with the instructions listed below. If your son is **not** returning, click "Yes" and provide a reason. You will not need to continue with the process.

For Returning Students:

1. Click on the edit button to change any existing demographic information such as email address or phone number if needed.
 2. Select payment plan as seen on the contract (a fee may be charged based on plan selected. All payments are due on the 15th of the month.)
 3. Select a payment method and provide your banking or credit card information for your 2021-2022 school year tuition payments.
 4. Sign and date the contract. Click to review.
2. On the Review tab, click the review button to double check your entered information. Once you have verified the data is correct, click the accept button at the bottom of the page.
 3. On the Deposit tab, enter re-enrollment deposit banking or credit card information to submit your \$1,000 payment of deposit. This deposit will be fully credited towards your tuition. **The deposit is non refundable.**
 4. Click pay and submit.
 5. On the Confirmation tab, you will see a Thank you message.

Some Smart Tuition Notes: