



# Muskegon Catholic Central

1145 West Laketon Avenue † Muskegon, MI 49441

Phone 231.755.2201 † Fax 231.755.8651 †

[www.muskegoncatholic.org](http://www.muskegoncatholic.org)

Robert A. Bridges † Superintendent K-12 †  
Administrative Office

February 9, 2015

Dear Parents & Guardians,

Welcome to Muskegon Catholic Central! For the 2015-2016 school year MCC is using **Smart Tuition** for the processing and collection of our families' tuition payments. By using this system, Muskegon Catholic Central joins the majority of schools within the Diocese of Grand Rapids who utilizing this service provider. Instructions for enrollment are on the following pages.

## Smart Tuition makes it easy for you to:

### Select a payment method that works best for you

- Choose to receive a monthly invoice, or
- 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, transaction details, and print monthly invoices
- 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

- Live agents are available 24 hours a day, 365 days a year
- Spanish speaking representatives are available
- Call toll free to make payments at (888) 868-8828

If you have used Smart Tuition for the 2014-2015 school year, please go to the **re-enrollment instructions** for the 2015-2016 school year. *If you do not re-enroll, you will be automatically re-enrolled at the time of invoicing.*

If you are a new user of Smart Tuition, please go **the New enrollment section** that follows.



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## SMART TUITION—RE-ENROLLMENT INSTRUCTIONS

Welcome! To re-enroll online with Smart Tuition, please follow these instructions:

### 1. ONLINE RE-ENROLLMENT

Visit: [www.enrollwithsmart.com](http://www.enrollwithsmart.com). Enter your existing USERNAME and PASSWORD under the “I have a Smart Login from last year” and click the find my account button.

### 2. REVIEW YOUR ACCOUNT

Enter your identifying information and review the account details that you want for the upcoming year.

### 3. SECTION 1 – WHO WILL PAY?

Review the parent, guardian, or bill payer’s contact information. Please verify your telephone number and email address as Smart Tuition regularly communicates important information about your account via telephone and email. Please update the information if necessary.

### 4. SECTION 2 – WHO WILL ATTEND?

Review the names and grades of the children who will attend the school. If you have additional children attending the school this year, you may add them to this section at this time.

### 5. SECTION 3 – HOW & WHEN TO PAY?

Review the payment plans offered by your school and choose one. The plans listed are selected by your school and cannot be changed by Smart Tuition. Select your preferred payment method and due date from the options offered by your school.

### 6. SECTION 4 – SUBMIT

Review Smart Tuition’s terms and conditions. Click SUBMIT ENROLLMENT to complete your online enrollment.

### 7. CONFIRMATION

Upon online enrollment completion, a confirmation page will display and a confirmation email will be sent to you.

### ACCOUNT ACTIVATION

Once your school has reviewed and activated your account, you will receive an email with login instructions.

To view your balance, make payments, update your personal information, or chat with a live representative, access your Smart Tuition account at [www.parent.smarttuition.com](http://www.parent.smarttuition.com).

The Smart Tuition program manages tuition payments and follows the policies established at the school. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by your school.

We look forward to working with you and your family this year! Our Parent Help Center is always available to assist you. We’re open 24 hours a day, 365 days a year. Call us at **(888) 868-8828**.

*“Muskegon Catholic Central educates each student in spirit, mind and body by fostering personal excellence within the Catholic tradition.”*



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## SMART TUITION—NEW ENROLLMENT INSTRUCTIONS

Welcome! To enroll online with Smart Tuition for the 2015-2016 school year, please follow these instructions:

### 1. ONLINE ENROLLMENT

Visit: [www.enrollwithsmart.com](http://www.enrollwithsmart.com)

### 2. FIND YOUR SCHOOL

Enter your school's name in the search box. Make your selection by clicking the green circle. Our school code is 12576

### 3. SECTION 1 – WHO WILL PAY?

Enter the parent, guardian, or bill payer's contact information. Please provide your telephone number and email address as Smart Tuition regularly communicates important information about your account via telephone and email.

### 4. SECTION 2 – WHO WILL ATTEND?

Enter the names and grades of the children who will attend the school.

### 5. SECTION 3 – HOW & WHEN TO PAY?

Review the payment plans offered by your school and choose one. The plans listed are selected by your school and cannot be changed by Smart Tuition. Select your preferred payment method and due date from the options offered by your school.

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