

Dear Parents,

Divine Providence Academy is partners with Smart Tuition for the processing and collection of our families' tuition and fees. By using a tuition management system, Divine Providence Academy joins the large majority of area Catholic and private schools utilizing such services to better serve families while also improving the school's cash flow systems.

With Smart Tuition you will be able to:

- **Select a payment type that works best for you.**
 - Invoices can be sent monthly allowing you the option to mail in a check or money order
 - Set-up recurring payments with the Automatic Debit Option
- **Access your Smart Tuition account online.**
 - You can edit your profile, including your username, password, contact information and payment method.
 - You can review and print your monthly billing details and payment history.
 - You can make a one-time payment or set-up monthly scheduled payments
- **Receive payment and follow up reminders.**
 - If you set-up to pay automatically, Smart Tuition will email you a reminder of your upcoming payment 7-10 days before your due date.
 - If you happen to miss a payment or have an outstanding balance, they will kindly remind you by email or phone.
- **Speak to a customer service representative 24/7, 365 days a year.**
 - Have your questions answered by their friendly and helpful staff
 - Or make a payment.

In order to ensure proper account set-up time for billing, please return your completed and signed Smart Tuition Enrollment Form with your registration packet no later than May 1.

Sincerely,

Kendra DeYoung, Director
Divine Providence Academy