

Downtown Denver Expeditionary School

Online Payments at DDES Smart Tuition

2017-2018



Introducing

In 2017, Downtown Denver Expeditionary School will start using Smart Tuition as our tuition invoicing and payment service. Our new partnership with Smart Tuition will allow us to offer many of the options to pay tuition and school fees.

We chose Smart Tuition for their features, options, and overall convenience for families. Their customer service team is accessible, efficient, and friendly. Smart Tuition has been providing this service to schools and parents for over 25 years and they serve over 2,500 schools nationwide.

By shifting our tuition processing to Smart Tuition, here are some of the benefits for you:

- ***New payment processing methods***
 - You will be able to pay by check, credit card, or by debiting your checking or savings account.
 - You will be able to submit payment by mail, by phone or through a secure website or via mobile apps.
 - You will be able to set-up auto-bill options for checking/savings account payments, meaning you never have to worry about forgetting a bill.
- ***Online account management***
 - You will be able to edit your profile online, including payment options, etc.
 - You will be able to access and print monthly billing details and payment history.
 - You will be able to review your payment history, including when your last payment was received.
 - Families will be able to include all of their students on one account for easier management.
- ***Flexible billing and reminder options***
 - You will be able, with auto-bill, to choose to receive a reminder via email or text of your upcoming payment 10 days before your due date or
 - You will be able to choose to receive paper invoices 20 days in advance of the due date.
- ***Customer service***
 - You will have access to Smart Tuition customer service staff. Through a toll-free number, can speak with a live agent or do live chat.

This letter of introduction is a first step. Smart Tuition has created an online enrollment site just for our families. Please continue reading the next page for more details on how to enroll. Also, please review the enclosed FAQs to learn more about Smart Tuition as well as, how to access your account. If you have any questions or concerns, please contact the school at 720-424-2353.

We look forward to working with both your family and Smart Tuition this year!

Sincerely,

Katianne Glesne, Director of Operations

Enrolling in Smart Tuition

Time to sign up with Smart Tuition! An online enrollment site has been created just for our families. If you are ready to get started with enrolling online, please follow the instructions below:

1. **BEGIN.** Visit the school's family enrollment site at www.EnrollWithSmart.com. Click on CREATE A NEW ACCOUNT under "I do not have a Smart Account."
2. **CHOOSE "DOWNTOWN DENVER EXPEDITIONARY SCHOOL"**. Under "Find your child's institution by school name or school ID", search for us by name or enter our Smart School ID #13832.
3. **WHO WILL PAY?** Enter one parent/guardian as the primary account holder. S/he will be responsible for paying the student(s) charges. Enter the bill payer's contact information. Please be sure to include telephone number and email address, as Smart Tuition regularly communicates important information about your account.
4. **WHO WILL ATTEND?** Enter your child's name and select his/her grade: **K-5**
NOTE: If you have more than one child attending the school, add them to the one account. Do NOT register them individually. If you need to add a child, at a later time, please contact the school.
5. **HOW & WHEN WILL YOU PAY?** Review the available payment plans and due dates and choose one. Now select your preferred method of payment.
 - **Mail me an invoice.** Your tuition invoice will be mailed approximately 20 days before the due date. You are welcome to make payment by mail by check or money order payable to Smart Tuition (Smart Tuition does not accept cash payments). Payment may also be initiated from your bank or financial institution. Please note that your financial institution will not electronically transfer the payment to Smart Tuition—a check will be mailed. To ensure payment is received on time, set up your online bill pay to occur 7-10 days before your bill's actual due date.
 - **Automatically debit my bank account.** If an automatic debit from a checking or savings account has been selected, emails are sent approximately 10 days before your scheduled due date and will contain the debit amount.
 - **Automatically charge my credit card/debit card.** If an automatic charge to your credit card/debit card account has been selected, emails are sent approximately 10 days before your scheduled due date and will contain the charge amount. Visa, MasterCard, Discover, or American Express cards are accepted. **NOTE: A 2.85% convenience fee will be assessed for each credit/debit card transaction.**
6. **SUBMIT.** Review Smart Tuition's terms and conditions. Click SUBMIT ENROLLMENT to complete your online enrollment.

CONFIRMATION. Upon online enrollment completion, a confirmation page will display and a confirmation email will be sent to you. Billing will be applied to the account, by the school, after the enrollment process. Once billing is applied, your account will be activated and you will be emailed instructions on how to access/view it.