

## Smart Tuition

Parents, don't forget to review your Smart Tuition account on-line at SMARTTUITION.COM. Payments that are late or short paid will receive an \$80 late/short pay fee each month until resolved. Short pay includes failure to pay late fee. Payments received by Smart Tuition will be allocated to Smart Fees first, followed by school fees. The remaining portion of the payment will be allocated towards any tuition due.

It is the policy of Saint Joseph High School not to waive late fees (See Parent/Student Handbook). The Finance Office has no authority to waive late fees. For extreme extenuating circumstances, a request for late fee waiver must be submitted in writing to the administrator in charge of finance. All disputed late fees must be paid in full in order for the written request to be reviewed. Late fees incurred as a result of nonpayment of the disputed late fee will not be waived. If approved, late fees waived will only apply to the \$50 Saint Joseph High School fee. The \$30 fee charged by Smart Tuition will not be waived by the school.

Also, if you are paying via online banking, please verify that your bank account has the correct Smart Tuition mailing address and current Smart Tuition account number. The account number changes each year. On-line banking debits your account immediately but can take up to two days to mail a paper check to Smart Tuition. Late fees will apply.

**Due Date:** Tuition is due the 10<sup>th</sup> of each month. Smart Tuition offers a 10 day grace period for processing. The grace period starts on the due date. Any payment not posted by the 19<sup>th</sup> will receive a late fee.

**Payment Posting:** Payments can take up to 2 business days to post. You must account for weekends, holidays, and time difference when making a payment. *Example* – a payment is made over the phone/web on 12/5, a Friday. This may take till Tuesday, 12/9 for payment to post.

We hope this clarifies the matter so you can plan your payments accordingly.

If you have any questions about your account, please contact Smart Tuition at (888) 868-8828