



Guide to Submitting Enrollment Contracts

IMPORTANT: BEFORE STARTING:

- **Each parent/legal guardian is required to log in to his/her mySTUART account separately** to digitally sign the Enrollment Agreement and accept the contract terms.
- The parent who signs the contract first will be directed to pay the enrollment deposit. All families will be required to pay their contract deposit(s) and tuition through Blackbaud Tuition Management. An online Blackbaud Tuition Management account will be created with your choice of deposit and tuition payment method.
 - If there are any corrections that need to be made to your child's Enrollment Agreement, please contact the Admissions Office **before** signing the agreement so that a revised agreement can be issued. The Enrollment Agreement will be binding as soon as it has been signed.

INSTRUCTIONS

1. Log in to your mySTUART account AT <https://stuartschool.myschoolapp.com>
2. Click on "Contract to Accept" on the yellow banner at the top of your screen.
3. Click on the "Review" button next to your child's agreement.
4. Select "**No**, I do not already have a Blackbaud Tuition Management Account with Stuart Country Day School of the Sacred Heart" (*Please Note: You need to create a Blackbaud Tuition Management account with Stuart even if you already have one with another school.*)

FEE SCHEDULE TAB

6. Review the **Fee Schedule Tab** for your child.
7. Once you have reviewed, click the "Next" button to move on to the **Enrollment Agreement Tab**.

ENROLLMENT AGREEMENT TAB

8. Review your child's agreement. Sign and date the bottom. Once you have signed, click the "Next" button to move on to the **Payment Plan Tab**.

PAYMENT PLAN TAB

9. Select your preferred payment plan option (Pay in Full, 2 Part Payment Plan, 10 Month Payment Plan). Refer back to the **Enrollment Agreement Tab** for more information about these options.
10. When you have selected your option, you will be prompted to select whether or not you would like to participate in the Tuition Refund Plan. Refer back to the **Enrollment Agreement Tab** for more information about these options.
11. Select your preferred payment method (Bank Account, Discover, American Express, Mastercard, or Visa.)
12. Review Blackbaud Tuition Management's Terms and Conditions.
13. Click the "To Review" button to move to the **Review Tab**.

REVIEW TAB

14. Review the full agreement and your selections.
15. If everything is correct, click the "Accept" button at the bottom of the page.

DEPOSIT TAB

16. Select the payment method you would like to use to pay your enrollment deposit. (*Please Note: Only the first person to sign the agreement will be asked to pay the deposit.*)
17. Complete the fields required for your chosen payment method.
18. Click "Submit Contract" button to submit the agreement to Stuart.

Please Note: This process will need to be repeated by both parents/guardians who are listed on the Enrollment Agreement before it is submitted to Stuart for review by logging into their individual mySTUART account. It will also need to be repeated for each child for whom an Enrollment Agreement has been generated.