



St. Charles
Borromeo
Parish
HAMPSHIRE, ILLINOIS

Family Enrollment/Re-Enrollment 2018-2019

Thank you for logging on to SchoolSpeak to complete our online Enrollment/Re-Enrollment Process.

Please complete steps 1 through 3 as these are required. **Enrollment/Re-Enrollment MUST be completed online AND payment MUST be received in the school office by May 1st to avoid an increase in enrollment fees.** Steps 4 and 5 are for those families that would like to use SmartTuition for monthly tuition payments or would like to apply for financial aid through SmartAid.

After completing the online enrollment process, please send a check in to the office for your fees due. You can also pay by credit card in the office. Please keep in mind that your student's spot is not reserved until Steps 1-3 are complete and full payment of the fees is received in the office.

***For help completing the enrollment process online, please make an appointment with the school office for assistance and to use a school computer to complete the online registration process.

Step 1. Complete profile update. To move on to the next member of your family, please click "GO TO NEXT PROFILE". DO NOT use the "FAMILY UPDATE". When you have edited all family members, please click "DONE" and you will be redirected to the Enrollment Form. [Go >>](#)

Step 2. Fill out the Enrollment Form. When the enrollment form has been completed and reviewed, click "Submit". Then return to this page: click on "Forms Home" then look for the Enrollment/Re-Enrollment 2018-2019 link in the left hand column to continue to Step 3. [Go >>](#)

Step 3. Complete the Tuition Agreement. When the Tuition Agreement is complete and reviewed, click "Submit". Then return to this page: click "Forms Home" then look for the Enrollment/Re-Enrollment 2018-2019 link in the left hand column to continue to Step 4. [Go >>](#)

Step 4. SmartTuition is a third-party company that can set up a monthly payment plan for your tuition payments. **SmartTuition MUST be applied for online.** To complete Smart Tuition Enrollment, click here [SmartTuition link>>](#)

Step 5. SmartAid is a third-party company that evaluates families financial aid needs. **Financial Aid MUST be applied for online.** To complete the Financial Aid Application, click here [SmartAid link>>](#)



Enrollment for the 2018-2019 school year has opened!

Dear New & Returning SCB Families,

It is time to start planning for the 2018-19 school year. Enrollment is now open! The enrollment process must be done online through SchoolSpeak. The online process is very user friendly and will help us improve the maintenance of our enrollment information and record keeping. We are sending this hard copy flyer with instructions for enrollment/re-enrollment.

If you need your log in information for SchoolSpeak sent to your email, please email the office at scbschool@scbk8.org.

If you do not have a log in for SchoolSpeak, please go to the admissions page of the school/church website at <http://www.scbparish.org/index.php?page=admissions> and look for the 2018-19 Enrollment Info. Click on the link to begin the process to get a log in for SchoolSpeak.

For families that use SmartTuition, you must enroll (or re-enroll) online. A link to the website is provided in the enrollment process on SchoolSpeak.

For families seeking financial aid, you must apply online through SmartAid, who has taken the place of FACTS Management. Regardless of previous financial assistance arrangements from SCB, everyone must apply through SmartAid for financial aid. A link to the website is provided in the enrollment process on SchoolSpeak.

Please follow the steps on the back of this flyer to complete the enrollment process. If you have any questions, always call or email us at school.

Instructions are on the back of this page.