



Academy of St. James of the Marches

400 Totowa Rd.
Totowa, NJ 07512
973.956.8824



Dear St. James Parents:

We are pleased to announce that we will be partnering again with Smart Tuition for the processing and collection of tuition and fees for the 21-22 school year. However, the school office will no longer be entering your financial information. Each family will complete the SMART tuition information themselves. This is protecting your information. If you have any challenges with entering the information we will be happy to assist you. Call us to have us assist you but it is a simple step by step process that you can tailor to your financial needs.

Smart Tuition makes it easy for you to:

Select a payment method that works best for you

- Choose to receive a monthly invoice, or
- Set up recurring automatic payments from your bank account or credit card
- *Visa, MasterCard, Discover, and American Express* are accepted

Access your account online

- Review account history, transaction details, and print monthly invoices
- Edit your contact information, password, and payment method
- Make a payment or set up recurring payments

Receive payment and follow up reminders

- For recurring payments, a reminder is emailed 7-10 days before the due date
- For missed payments and outstanding balances you will receive an email and text message

Speak with a customer service representative

- Families can access their accounts to check balances and make payments 24/7
- Spanish speaking representatives are available
- Call toll free to make payments at (888) 868-8828

Please go to www.enrollwithsmart.com

Enter our school name and proceed with the enrollment.

Except new families, you are re-enrolling for SMART and you enter your account name and password.

We are happy to help you in any way we can.

Sincerely,
Lelia Pappas
Principal

The mission of the Academy of St. James of the Marches is to guide our students to grow in their Catholic faith, knowledge, and to be of service to others.