

# My Ancona Enrollment Contract Instructions

Note: [Step 4 of the instructions below](#) explains the how to look up your Smart Tuition credentials, which is the least intuitive part of the process.

While all parents/guardians must sign the contract, the first signer will go through a process of linking the enrollment contract to a *Smart Tuition* account, make choices about payment plans, sign up for after and/or before school, and select annual giving options. The first signer may choose to pay the tuition deposit at the end of the process via credit card or bank draft. Alternatively, the first signer can stop after accepting the contract (before submitting payment), and the second signer may pay the deposit. The process is much simpler for the second signer: they will view and initial the selections made by the first signer, then sign and accept the contract.

Follow these steps to ensure that your contract is complete—as noted above, much of this only applies to the first signer:

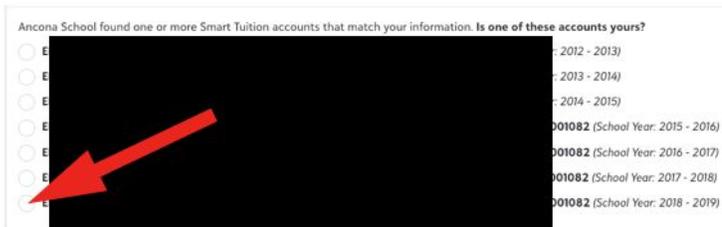
1. Sign into [My Ancona](#), and click the link: "You have: 1 Contract(s) to Accept."



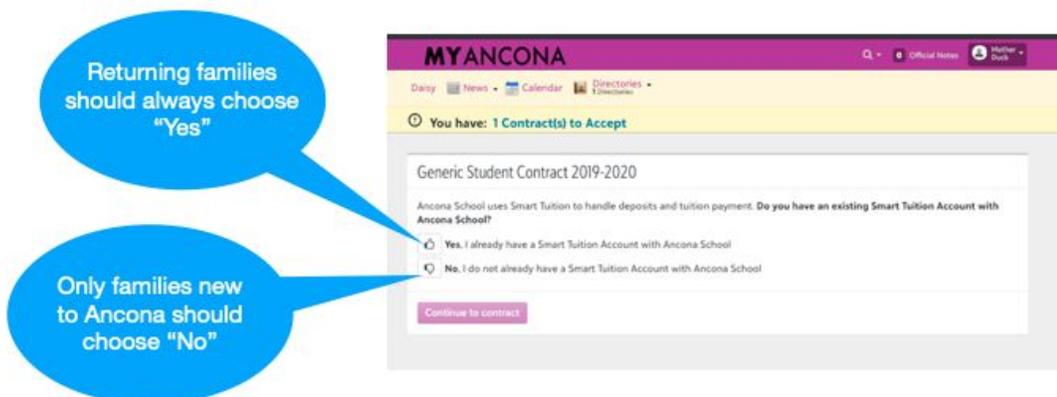
2. Click "Review" next to *Smart Tuition Contract*.



3. The system will attempt to detect your existing *Smart Tuition* account, and may provide you with a list of the previous year's enrollments. Select the most recent year (the last one on the list), and click "Yes" to confirm that this is your account. Note that for sibling contracts, you will simply see a message that you already have a *Smart Tuition* account selected for the first sibling, and those settings will be used.



If the system does not detect an account, you will be asked if you already have a Smart Tuition Account -- choose "Yes" if you are a returning family, and "No" if your family is new to Ancona.



Returning families should always choose "Yes"

Only families new to Ancona should choose "No"

**MYANCONA**

You have: 1 Contract(s) to Accept

Generic Student Contract 2019-2020

Ancona School uses Smart Tuition to handle deposits and tuition payment. Do you have an existing Smart Tuition Account with Ancona School?

Yes, I already have a Smart Tuition Account with Ancona School

No, I do not already have a Smart Tuition Account with Ancona School

Continue to contract

- There is a very good chance that you will need to look up your username and reset your password to sign into your *Smart Tuition* account, which is necessary before you can continue with the enrollment contract. You'll need to use your "Family ID", which is listed inside the blue box when using the [Smart Tuition username or password reset page](#) ( your "Family ID" is also found in your monthly email statements from Smart Tuition). Please check your email's Spam folder if you attempt to reset your password and do not receive the password reset email. You'll typically only need to use Smart Tuition credentials once per year, as the *My Ancona* parent resources page will give you quick login access once your account is linked.

Enter your username and password for your Smart Tuition account [REDACTED] (001082) at Ancona School. Please note that credentials for a Smart Account at a different school will not work.

Smart Tuition  
Username  
Password

Forgot Smart Tuition username or password?

Continue to contract

You will need to use this "Family ID" when requesting a username lookup or password reset

- On the following screen, you can review and, if necessary, edit the Smart Tuition account holder and billing address. This is useful if someone other than a custodial parent/guardian will be billed.
- The remainder of the steps are self-explanatory up until the "Deposit". Note that the system will allow a deposit to be paid by bank draft or credit card, and the payment method does not have to match the one set up with *Smart Tuition*. After one of the parents/guardians pays the deposit, the system will stop asking for the deposit payment.
- The contract will be officially complete once it has been approved and accepted by the school. You will receive a notification email with next steps once all parents/guardians have signed, the deposit is paid, and the school has accepted the contract.
- Be sure to repeat the contract signing process for all returning siblings who attend Ancona. If a new sibling will be attending Ancona, their contract will be released at a later date.

### Additional Contract Tips and Tricks

- All parents/guardians must sign the contract and the deposit must be paid by the due date in order for the contract to be considered complete and to guarantee your child's spot at Ancona.
- If you fail to initial a step, the system will ask you to: "review the fields marked in red". Even as you fix the issues, the alert (pictured below) will continue to show up until you click "To Review" on the *Signatures* page.



- You may be eligible for a discount by choosing the single payment option. Please refer to the contract for details.
- The tuition deposit is 10% of your family's tuition rate (the cost of tuition minus any tuition assistance received) and the *Smart Tuition* administrative fee of \$48 must be paid via credit card or bank draft as part of the contract signing process; no separate invoice will be issued.
- If you miss the due date, your contract will no longer be valid. Please contact Patricia Erington at [perington@anconaschool.org](mailto:perington@anconaschool.org) to request a new contract. A new contract will only be sent if space is available, and a late fee of \$375 will be assessed.
- You may print completed forms by visiting the [My Ancona Files and Forms](#) page and checking the *Show Completed Forms* box.

If you have any questions, please reach out to Patricia Erington at [perington@anconaschool.org](mailto:perington@anconaschool.org). We look forward to sharing another great year of learning with your family!