

## Enrollment Agreements and Payments

Log into your account at [sbschool.myschoolapp.com](https://sbschool.myschoolapp.com).

If an **Enrollment Agreement** has been shared with you there will be a yellow banner at the top of your dashboard indicating there is a contract to review.

 **You have: 1 Contract to Review**

You can also go to your account icon in the upper right of the window and select **Files & Forms** from the drop down menu to see any current or past contracts.

Profile

Files & Forms

Settings

In the **Enrollment Agreement**, there are six sections.

### SBS Enrollment Agreement

Student Information

Enrollment Agreement

Fee Schedule and Payment Plans

Review

Deposit

Confirmation

#### **Student Information**

Information about the enrolling or re-enrolling student.

#### **Enrollment Agreement**

The terms of the agreement. One set of initials is required at the bottom of this section.

#### **Fee Schedule and Payment Plans**

This section presents Payment Plan options, the tuition, fees and any financial aid your student receives.

A Payment Plan must be selected for the full tuition amount to display.

One signature is required in this section to complete the agreement.

## Review

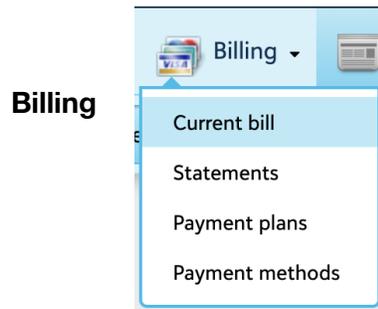
Review all of the information and select Accept to proceed.

## Deposit

Your deposit amount is listed here. Select your payment method, follow the steps presented if using credit card or direct deposit. Then choose Pay and Submit to move on to submit the agreement and move onto the next section.

## Confirmation

The agreement has been submitted and awaits confirmation on the Admissions side. Once the enrollment deposit has been successfully received the agreement will be processed and your student enrolled for the next academic year.



All future payments can be accessed through **Billing**, a menu option available after a student has been enrolled. In this menu you can add payment methods, view your payment plan, view past statements, see current bills and make payments.

Notifications will go out alerting you to upcoming due payments but you can go into the **Current bill** section to make a payment at any time.

## Current bill

**\$0.00**

Amount due

Make payment

View statements

For questions regarding the content of your agreement please contact [admissions@sbschool.org](mailto:admissions@sbschool.org).

For technical questions, accessing your account or where to find a form, please contact [tech@sbschool.org](mailto:tech@sbschool.org).