Vermont Academy Enrollment and Re-Enrollment Instructions:

Go to www.vermontacademy.org and login at top right. If you have forgotten your username / password or have never logged in to the VA website, please see the questions section at the end of this document.
You will see a popup that says, “By clicking this box, I agree that this signature is valid and binding.”

Clicking Accept will allow you to go to the rest of the contact where you will still need to type your name as an electronic signature AFTER you review the contract. This popup is informing you that your eSignature is legal and binding.

The next screen looks like this:

![Contract Acceptance Screen]

If you are returning to Vermont Academy (you were here last year):

Pick YES and later in this process it will ask you to log in to your SMART Tuition account. Best bet if you don’t remember information about your SMART Tuition account is to go to your email and find an invoice from SMART Tuition from last year with your Family ID. You can then go to [https://parent.smarttuition.com/](https://parent.smarttuition.com/) and perform a username and password recovery if necessary. If you still are having issues, Customer Support at SMART Tuition can be reached at (888) 868-8828.

If you are NEW to Vermont Academy:

Pick NO. A new SMART Tuition account will be set up for you later in the process.
Scroll through whole contract and review it. “Select a Payment Plan and Method” refers to how you will pay AFTER the deposit. Questions about how you will pay the DEPOSIT will come later.
At the bottom of the Contract, enter your name exactly as written, and then click Review. Look at the whole contract again and click Accept. Then you will come to the DEPOSIT screen. All major credit cards are accepted, along with direct bank transfers. You will need your routing number and account number to do a direct bank transfer. Unfortunately, International banks using Swift codes are not allowed. In that case, you must pay the Administrative Fee and International Fee by credit card and you may remit the deposit or payment in full by wire on or before March 10th.

For how you will pay the rest of tuition and fees, NOT how you will pay the DEPOSIT. That will be requested later.
Please be aware that BOTH parents, if listed as responsible parties, will need to log in separately and accept the Contract. Either parent can pay.
QUESTIONS?

VA Login?

If you are unsure of your username or password, please go to www.vermontacademy.org and click login at the top right. When you see this:

Click on First Time Login / Forgot Login and request both your username AND password. Your username and a password reset email will be sent to you at the email account associated with your record at Vermont Academy.

SMART Tuition?

If you don’t remember information about your SMART Tuition account from last year, you can go to your email and find an invoice from SMART Tuition from last year with your Family ID. You can then go to https://parent.smarttuition.com/ and perform a username and password recovery if necessary.

If you still are having issues, Customer Support at SMART Tuition can be reached at (888) 868-8828.

Other kinds of questions?

Please email admissions@vermontacademy.org

Or call directly to Vermont Academy Admissions at (802)869-6229