



2023-24 Enrollment Instructions (New Families)

- Each parent/guardian will be required to log in separately to review and sign the contract.
- Log in to [My Pine Crest](#). If you do not have login credentials, enter your email address and follow the prompts to create an online account.
- At the top of the page, click on “**You Have: 1 Contract to Review.**”
- Under your student’s **Files and Forms**, click the green “**Review**” button to view the contract.

Pine Crest School uses Blackbaud Tuition Management (BBTM) for all tuition payments. If you do not already have children enrolled at Pine Crest and have not set up your BBTM account, you will see a notification indicating that the account will be automatically created upon submission of your contract.

- Click the “**Continue to Contract**” button.
- Upon viewing the contract:
 - Enter your initials as requested.
 - Select your preferred payment plan and payment method.
NOTE: All enrolled students within a family must be on the same payment plan.
 - Make your tuition insurance selection.
 - Enter your electronic signature as requested.
- Click the blue “**To Review**” button at the bottom of the contract.
- Review your selections and click the blue “**Accept**” button at the bottom of the contract.
- The deposit page will appear with the balance due.
- The confirmation page will appear.
- Click “**Thank You.**”

The first parent who logs in, reviews, signs, and completes the contract will be identified as Parent/Guardian 1. Upon Parent/Guardian 1's completion of the above, there will be a notification that the contract is pending. Parent/Guardian 2 will need to log in and enter their initials and electronic signature to complete the process. Parent/Guardian 2 will also be notified that Parent/Guardian 1 (first signer) determines the payment plan. Parent/Guardian 2 (second signer) is confirming that selection and does not have the ability to change the selection of Parent/Guardian 1. If there is only one parent/guardian, then the enrollment will be complete upon contract submission of Parent/Guardian 1.

Enrollment Contract Troubleshooting Tips

- Each parent/guardian must log in separately to [My Pine Crest](#) using their unique username.
- In the case of a divorce, the signing parents are typically the biological parents.
- If you forgot your username or password, click "Forgot Your Login?" on the login page.
- If you need assistance with your login, please email mypinecrest@pinecrest.edu or call (561) 883-6823.
- If you have questions about your enrollment contract, please contact the Office of Admission at admission@pinecrest.edu.
- If you have questions about your financial account status, contact billing@pinecrest.edu.
- Please complete and submit the signed contract within 10 days of receiving the enrollment contract email.