



## Enrollment Instructions

- Log in to [My Pine Crest](#).  
*\*If you don't have login credentials, enter your **email address** and follow the prompts to create an account.*
- At the top of the page, click on "You Have: # Contract to Review."
- Under your student's Files and Forms, click the green "Review" button next to the appropriate contract.
- Pine Crest School uses Blackbaud Tuition Management (BBTM) for all tuition payments.
  - If you do not already have children enrolled at Pine Crest select **No**.  
You will see a notification indicating that the account will be automatically created upon submission of your contract.
  - If you currently have children enrolled at Pine Crest, select **Yes**.
  - Click the "**Continue to Contract**" button.
- Contract - Page 1:
  - 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.
  - Click **Next**.
- Contract - Page 2:
  - Enter your initials as requested.
  - Click **Next**.
- Contract - Page 3:
  - Enter your initials as requested.
  - Enter your electronic signature.
  - Click **To Review**.
- Contract Review:
  - Review your selections and click **Accept**.
- Submit Contract:
  - A deposit page will appear (no balance is due). Click **Next**.
- Confirmation:
  - The confirmation page will appear. Click **Thank You**.

\*The first parent/guardian who 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 follow the steps above 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 email address.
- In the case of a divorce, the signing parents are typically the biological parents.
- If you need assistance with your login, please email [mypinecrest@pinecrest.edu](mailto:mypinecrest@pinecrest.edu).
- If you have questions about your enrollment contract, please contact the Office of Admission and Enrollment at [enrollment@pinecrest.edu](mailto:enrollment@pinecrest.edu).
- If you have questions about your financial account, please contact the Business Office at [billing@pinecrest.edu](mailto:billing@pinecrest.edu).
- Please complete and return the signed enrollment contract within 10 days of receipt.