



## 2023-24 Enrollment Instructions (Returning Families)

- 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.
- ***PLEASE NOTE: Each parent/guardian will be required to log in separately to review and sign the contract.***
- 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.
- 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 a balance of \$0.00 due.
- Click the blue “**Next**” button.
- The confirmation page will appear.
- Click “**Thank You**”.

The first parent/guardian that 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 re-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 forgot your password, enter your email address and click **next**. On the following page, click “Forgot your password?”
- If you need assistance with your login, please email [mypinecrest@pinecrest.edu](mailto:mypinecrest@pinecrest.edu) or call (561) 883-6823.
- If you have questions about your enrollment contract, please contact Jim Sullivan, Director of Enrollment Management, at [enrollment@pinecrest.edu](mailto:enrollment@pinecrest.edu).
- If you have questions about your financial account status contact [billing@pinecrest.edu](mailto:billing@pinecrest.edu).
- Please review and update emergency contacts in My Pine Crest to ensure the most accurate information for your child(ren). To do so, log in to [My Pine Crest](#), and update your child(ren)’s **Contact Card** under the **Emergency Contact** module.
- Family information updates such as home address should be sent to [mypinecrest@pinecrest.edu](mailto:mypinecrest@pinecrest.edu) with the subject line “[Student First and Last Name] Blackbaud Account Update”
- Please complete and submit the signed contract as soon as possible, but no later than February 3, 2023.