

Webb

Enrollment Agreement

Parent Guide

Enrollment Agreement Parent Guide

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Step 1: Connect to The Webb Schools SIS

First Time Enrollment: The welcome invitation email will contain a link to create your Webb Schools Blackbaud Account. Please use the same email address in which you received your invitation to connect.

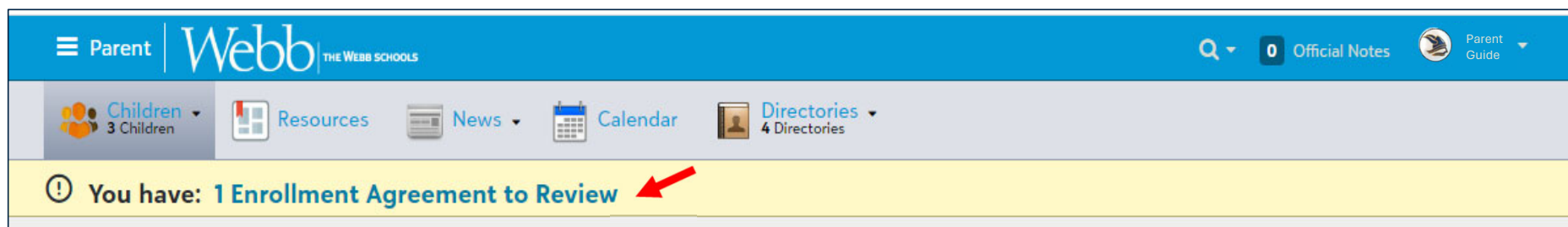
Returning Enrollment: Log into your existing Webb Schools Blackbaud SIS account.

A screenshot of the Webb Schools login interface. At the top is a blue header with the 'Webb' logo in white and 'THE WEBB SCHOOLS' in smaller white text. Below the header is a white login box. Inside the box, the text 'Username or Email' is above a text input field. The input field contains the email address 'Parent@Example.com'. Below the input field is a blue button with the word 'Next' in white. To the right of the 'Next' button is a checkbox followed by the text 'Remember me'.

Please use the email address
as indicated above.

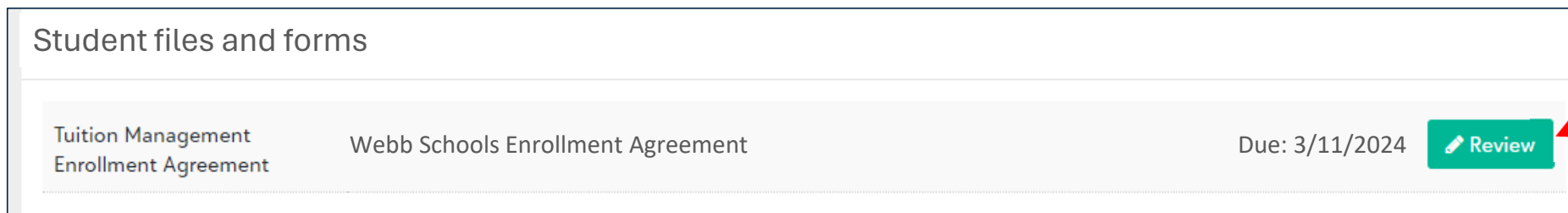
Step 2: Access Enrollment Agreement

Click the **Enrollment Agreement to Review** link in the notification banner at the top of the page.



Click the **Review** button to access each open enrollment agreement.

Scroll to the end of each page to insure you have completed each section.



Step 3: New Families: Set up Tuition Management Account

(returning families skip to next page)

First Time Enrollment: Click **No** to create an account with The Webb Schools.

You must register again if you've previously used Tuition Management at another school.

The Webb Schools uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with the Webb Schools?**



Yes, I already have a Tuition Management account with The Webb Schools



No, I do not already have a Tuition Management account with The Webb Schools



A Tuition Management account will be automatically created when you submit this Enrollment Agreement. Please click continue below to proceed.

Continue to Enrollment Agreement

Step 3: Returning Families: Log in to Tuition Management Account

Returning Enrollment: Click **Yes** to access the account previously created with The Webb Schools

The Webb Schools uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with the Webb Schools?**

☒ **Yes**, I already have a Tuition Management account with The Webb Schools

☐ **No**, I do not already have a Tuition Management account with The Webb Schools

Enter your username and password for your Tuition Management account at The Webb Schools Please note that credentials for a Tuition Management account at a different school will not work.

Tuition Management
Username
Parent@Example.com

Password
.....

[Forgot Tuition Management username or password?](#)

[Continue to Enrollment Agreement](#)

Step 4: Complete Enrollment Agreement

After logging into Tuition Management, follow the prompts to complete the enrollment agreement.

NOTE: Only one parent signature is required to submit the enrollment agreement.

2024-2025 The Webb Schools Enrollment Agreement

[How To Enroll](#)[Enrollment Agreement](#)[Payment Plans](#)[The Affiliates of The Webb Schools](#)[Privacy Policy](#)[Review](#)[Deposit](#)[Thank You](#)

Welcome to enrollment for the 2024–25 school year. There are several steps in the process outlined here to complete your contract. We are here to help you every step of the way. For more detailed information, please see the Resource Guide or reach out to enrollment@webb.org or call 909-482-5201 for assistance.

You can complete your Enrollment Agreement and pay the deposit online by following this four-step process:

1. Please review all pre-populated information for accuracy. If corrections are needed, email us at enrollment@webb.org before proceeding.
2. Select your preferred payment plan and decide if you will purchase tuition refund insurance (required for Plan 2).
3. Complete your electronic signature and submit the contract. Your Enrollment Agreement is due to the school on or before March 11, 2024. Once submitted to the school, your Enrollment Agreement is a binding contract. After submitting your Enrollment Agreement online, you will be able to access your signed agreement and TILA Disclosures in your SIS files and forms. Please print your agreement for your records.
4. Pay your deposit through our Blackbaud Tuition Management Portal. Your student is not fully enrolled until Webb receives your Enrollment Agreement and deposit.

[Next](#)


Step 5: Select Payment Plan

Select a payment plan and verify the billing information on your account.

Changes to your billing information can be made by clicking on the edit icon in the top right corner.

Manage Billing Information

Account Holder & Billing Address
Parent Guide
1175 W. Baseline Rd
Claremont, CA 91711



Email Address
Enrollment @ Webb.org

Home Phone Number
909-482-5201

Mobile Phone Number
909-482-5201

Language
No language present

Select a Payment Plan & Method

Payment Plan Options *

☐ 1-Pay

☐ 10-Pay

Review Terms & Conditions



Step 6: Pay Tuition Deposit

To complete the Enrollment Agreement, select a payment option and pay the required enrollment deposit.

How To Enroll

Enrollment Agreement

Payment Plans

The Affiliates of The Webb Schools

Privacy Policy

Review

Deposit

Thank You

Enrollment Deposit Payment Options

Your contract is not complete until The Webb Schools receive and accept your completed enrollment agreement and deposit by March 11, 2024.

To check on this transaction, review the status of your account, or make additional payments to your Blackbaud Tuition Management online account at <https://parent.blackbaud.school>

Please select how you would like to pay your enrollment deposit.

Please find a description of tuition payment methods [HERE](#).

Deposit

Enrollment Deposit

Total Due

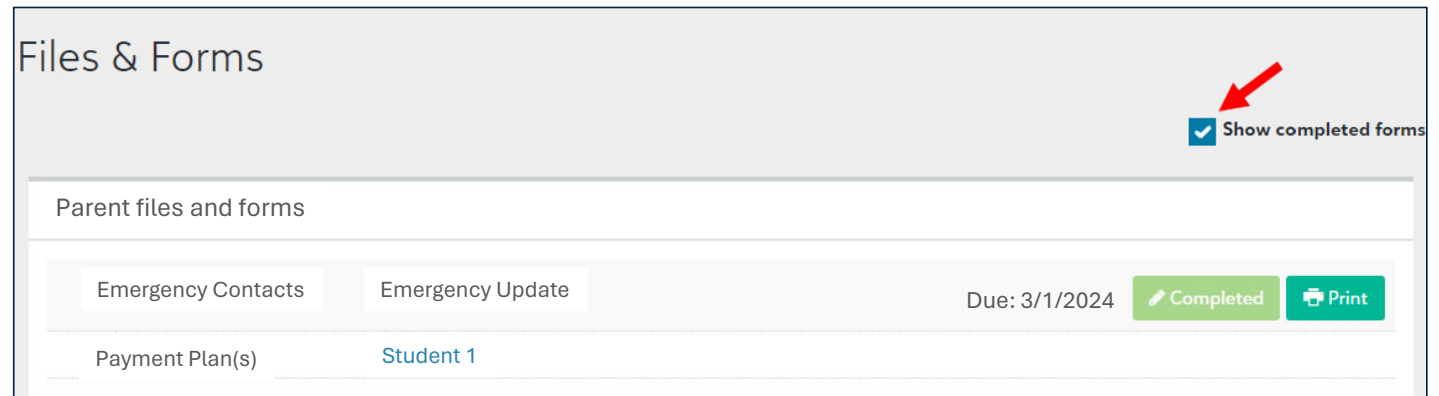
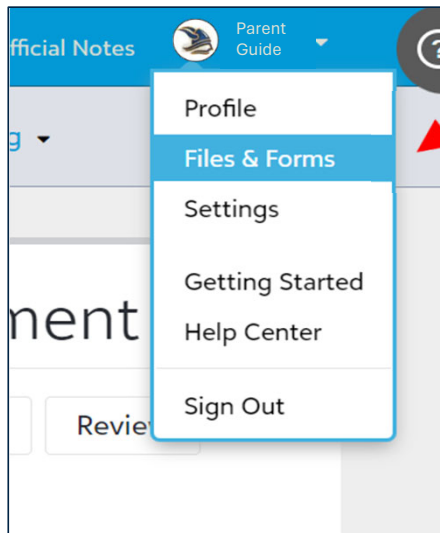
Payment Options*

-- Select an Option --

Pay & Submit

Step 7: Print Enrollment Agreement

Once you submit the enrollment agreement and pay the enrollment deposit, a PDF copy is saved in your SIS portal. Click the drop-down menu at the top right, select **Files & Forms**, and check **Show completed forms** to view.



Webb

Thank you

For questions while completing the Enrollment Agreement
please contact the enrollment team at
enrollment@webb.org or 909-482-5201