

Step 5– Select your payment method.

Click on the drop down box and select “New Checking Account” or “New Savings Account” . You will be asked to enter your account routing number and account number. Enter these as requested and this information will be saved for future use.

OR:

NEW THIS YEAR: For your convenience, we are now able to accept Credit Cards for payment of tuition. However, we **require the processing fees to be paid in addition to the tuition amount.** The processing fees amount to approximately 3% of each payment amount. For example, a tuition payment of \$240 will have a fee of about \$7.20 per month. **Preschool families must check off the box ‘Optional: - Give additional 3.0% to help offset the processing fee’ for all credit card payments.**

Note the Payment Summary will give you a total of just 2 payments. The appropriate tuition amount will come out at separate times, based on the dates you entered.

Step 6– Confirmation Page.

A confirmation of the payments set up will appear. Same as step 5, the payment total will be for 2 payments, which will be drawn at different times based on your setup instructions. Monthly payments will be drawn on the date specified— or the next business day if it is a weekend. If your information changes throughout the year, you can re-enter the system and make modifications to the payment and/or the account information.

Questions or Concerns?

Contact Robin Scheiwe, our Office Assistant, at rscheiwe@stpeterchanel.org or 678-832-1248.