


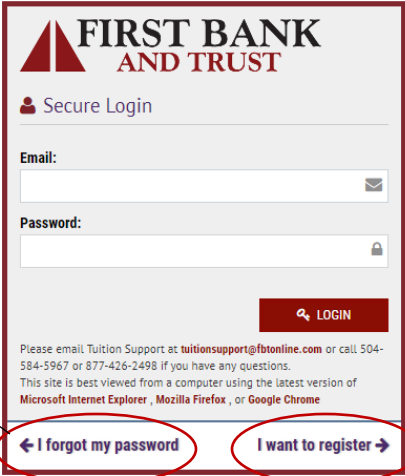
# Archbishop Hannan High School Tuition Payment Instructions 2019-2020 Academic Year

Over the last few years, we have introduced an electronic payment system through a partnership with First Bank & Trust. This provides for an efficient and secure process while allowing parents and guardians to track their payments. During that time, we also received valuable feedback and worked with First Bank & Trust to simplify the processes. **For the 2019/2020 academic year all registration fee and tuition payments must be made electronically through this system. Payments cannot be accepted through the school office or mail.**

Please review the instructions below as there are some minor changes to the processes that were used for the current academic year.

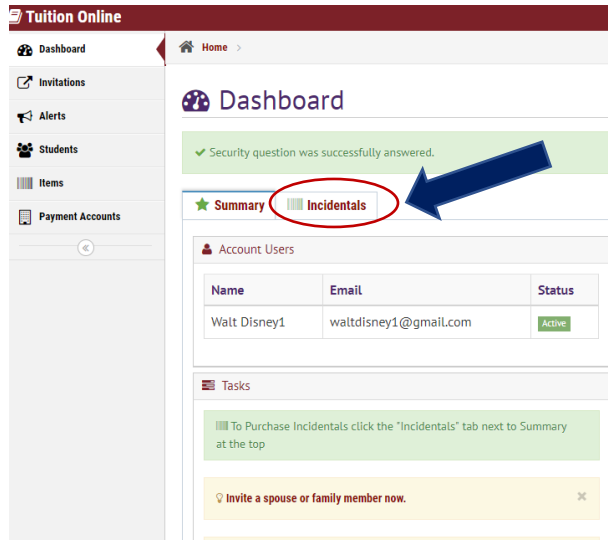
Step 1 – Log in to <https://tuitionportal.fbtonline.com>

 Tuition Online



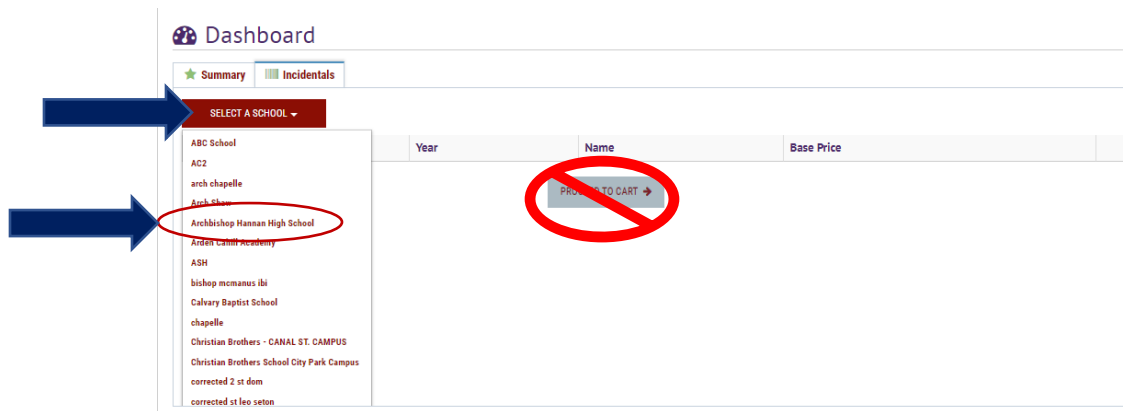
Step 2 – After logging in, you will see “Dashboard.” Once there, click on the “Incidentals” tab. You may also click “Items” in the left Taskbar and then skip to Step 4.

**NOTE: Do NOT click “Register for School” near the bottom of the site.**



Step 3 – On the Incidentals page, select “Archbishop Hannan High School” from the drop down list. After approximately 20 seconds (depending upon your computer), a list of items will appear.

**NOTE: Do NOT click “Proceed to Cart” at this time**



**Step 4 – Select your payment option and “add to cart.” If you are financing with a bank loan, select the single payment option for your child’s grade.**

Dashboard

Summary Incidentals

ARCHBISHOP HANNAN HIGH SCHOOL

School	Year	Name	Base Price	
Archbishop Hannan High School	2019 - 2020	2019-20 Registration Fee (returning students) Must be paid by 1/31/19.	\$400.00	Add To Cart
Archbishop Hannan High School	2019 - 2020	Registration Free (returning students after 1/31/19)	\$500.00	Add To Cart
Archbishop Hannan High School	2019 - 2020	Registration Fee (new students)	\$400.00	Add To Cart
Archbishop Hannan High School	2019 - 2020	Single Payment Option - Must be paid or financed by 5/15/19 Grades 8-11: \$10,185 - Includes ARNO debt repayment fee and MacBook Air Lease	\$10,185.00	Add To Cart
Archbishop Hannan High School	2019 - 2020	Single Payment Option - Must be paid or financed by 5/15/19 Grade 12: \$10,585 - Includes ARNO debt repayment fee, MacBook Air Lease, and Senior fees	\$10,585.00	Add To Cart
Archbishop Hannan High School	2019 - 2020	2 Payment Option - First Payment Grades 8-11 \$6,685 due 5/15/19 - Includes ARNO debt repayment fee, MacBook Air Lease, and \$100 deferred payment fee	\$6,685.00	Add To Cart
Archbishop Hannan High School	2019 - 2020	2 Payment Option - First Payment Grade 12 \$7,085 due 5/15/19 - Includes ARNO debt repayment fee, MacBook Air Lease, Senior Fees, and \$100 deferred payment fee	\$7,085.00	Add To Cart
Archbishop Hannan High School	2019 - 2020	2 Payment Option -Second Payment Grades 8-11 \$3,600 due 10/15/19	\$3,600.00	Add To Cart
Archbishop Hannan High School	2019 - 2020	2 Payment Option - Second Payment Grade 12 \$3,600 due 10/15/19	\$3,600.00	Add To Cart

PROCEED TO CART →

**Step 5 – Select your student or input student information and the grade level for the 2019-20 academic year. Then, click “add to cart”**

Add Incidental To Cart

In order to add 2019-20 Registration Fee (returning students) to your cart please complete the following information.

Select an existing student or select 'Input Student Information' if your student is new to this portal.

Mickey Mouse  
 Donald Duck  
 Minnie Mouse  
 Daisy Duck  
 Input Student Information

Select the current grade of the student

Grade

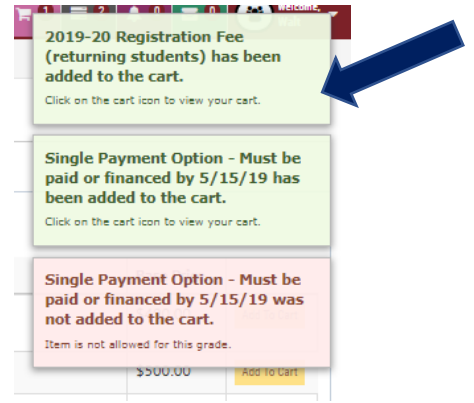
ADD TO CART Cancel

Grade for 2019/2020 school year

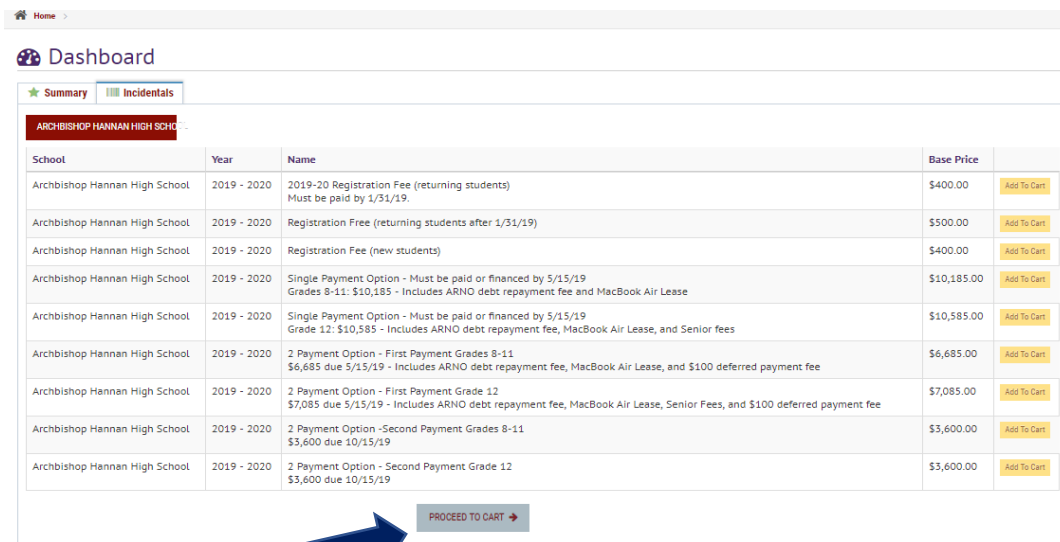
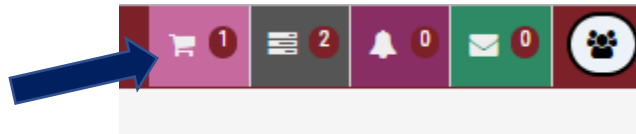
**Repeat Steps 4 and 5 for additional students.**

As you add items to your cart a dialogue box will indicate that it has been added. The system will also alert you if an item was not added. For example, you cannot select Grade 12 tuition if your student is not entering 12<sup>th</sup> grade.

Click the “X” to close each dialogue box so that you may access your cart.



Step 6 – Access your cart by clicking on the shopping cart near the top right of the site or by selecting “proceed to cart” from the incidental tab.



Step 7 – Click “Save and Continue to Payment” once you have added all items and students.

**NOTE:** you will select the amount that you will pay in the next steps.

Shopping Cart

Archbishop Hannan High School

School Year: 2019 - 2020  
Status: Pending

Student	Grade	Item	Description	Amount
Mouse, Mickey	Tenth Grade	2019-20 Registration Fee (returning students)		\$400.00
Mouse, Mickey	Tenth Grade	Single Payment Option - Must be paid or financed by 5/15/19		\$10,185.00

← ADD ANOTHER ITEM

← ADD ANOTHER STUDENT

Total: \$10,585.00

SAVE AND CONTINUE TO PAYMENT →

Step 8 – Select your payment type. You can choose:

- Bank Draft (no fee is charged)
- Debit Card (convenience fee is charged)
- Credit Card (convenience fee is charged)
- Finance (Bank Loan)

Parents: Walt Disney1

Order Details

Student	Grade	Item	Description	Amount	Amount Paid
Mouse, Mickey	Tenth Grade	2019-20 Registration Fee (returning students) <i>Must be paid by 1/31/19.</i>		\$400.00	\$0.00
Mouse, Mickey	Tenth Grade	Single Payment Option - Must be paid or financed by 5/15/19 <i>Grades 8-11: \$10,185 - Includes ARNO debt repayment fee and MacBook Air Lease</i>		\$10,185.00	\$0.00

Order Total: \$10,585.00

Payment History

Payment Date	Type	Status	Amount	Fee
No payments found.				

Total Paid: \$0.00  
Total Unpaid: \$10,585.00

PAY UP TO \$10,585.00 WITH BANK DRAFT →

PAY UP TO \$10,585.00 WITH DEBIT CARD →

PAY UP TO \$10,585.00 WITH CREDIT CARD →

FINANCE UP TO \$10,185.00 →

**Step 9 – Schedule your payment by entering the amount, payment date, and amount to pay.**

**9 Make a Payment**

Bank Draft

School Year: 2019 - 2020  
Order: 0021-2018-00265  
Payment Date: 12/20/2018

Please enter the amount of your payment below.  
The maximum amount you may pay using this payment method is: \$10,585.00

Amount:  Payment Date:

When making a partial payment, please enter the amount of the payment that should be applied to each item.

Student	Item	Amount Remaining	Amount to Pay
Mouse, Mickey	2019-20 Registration Fee (returning students)	\$400.00	<input type="text" value="0.00"/>
Mouse, Mickey	Single Payment Option - Must be paid or financed by 5/15/19	\$10,185.00	<input type="text" value="0.00"/>

**ATTENTION SCHOLARSHIP RECIPIENTS: If your student has received notice of a new or renewed scholarship from the Admissions Department, decrease the amount of your payment by the amount of the scholarship.**

After selecting “next” you will enter your bank account / card information and schedule the payment. If you choose the finance option, you will complete the loan application (screenshot below).

**\$ New Loan Application**

Archbishop Hannan High School

School Year: 2019 - 2020  
Order: 0021-2018-00265  
Status: New  
Parents: Walt Disney1

[Loan Disclosure Summary](#)