



Student Billing 101

St. Paul's families use our School Information System (SIS), Veracross, to manage enrollment, tuition payments, camp registrations, parent communication, and much more.

Families are required to setup billing information during the registration/enrollment period. After receiving an invitation to the enrollment process, parents can customize billing options. Below is an overview of the billing setup.

Choose from one of three payment plans:

1. One annual payment (100% of tuition/fees due in July)
2. Two annual payments (50% of tuition/fees due in July and December)
3. Ten monthly payments (April - January)

Setup AutoPay

AutoPay is required for all payment plans. Payments are automatically withdrawn from either a credit card or bank account on the 20th of each payment plan month (or the next business day after). Parents will receive a reminder email five days before tuition is due and/or incidental charges are billed. Please also note:

- The guardian who completes registration will be required to set up AutoPay for the household. If there are multiple children in the household, AutoPay will be setup for the first child and will apply to the entire household.
- Parents can review any incidental fees that a student accrued the previous month (e.g. hot lunches, after school drop-ins, etc.). These charges can be reviewed in the Billing section of the parent portal (see below for screenshot), and will be billed the month after they are incurred. Those amounts will be added to any tuition due that month, and one lump sum will be withdrawn.

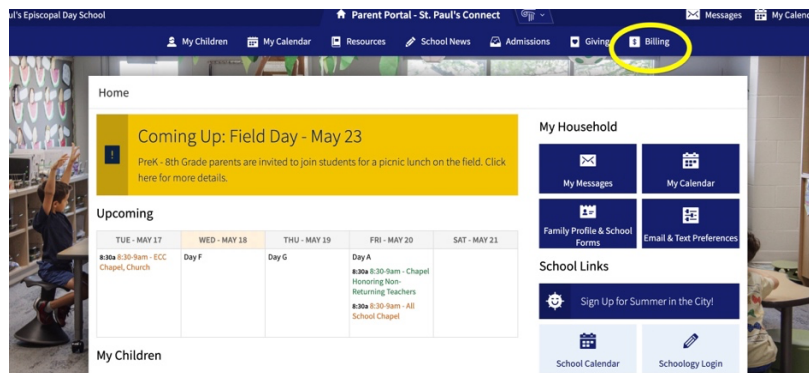
Select Payment Method

Parents can choose to setup ACH (bank account) transfers or use a credit card for payment. Since St. Paul's requires AutoPay, the school covers the ACH transaction fee for accessing a bank account. If parents choose to use a credit card, a convenience fee will apply for each transaction. The fees are currently:

- Visa/Mastercard/Discover: 2.85% + \$0.30/transaction
- American Express: 2.95% + \$0.30/transaction

Accessing Student Billing Info After Enrollment

Once a student begins at St. Paul's, parents will be added to our parent portal, St. Paul's Connect. Click on the Billing heading in the top bar navigation menu (screenshot below), and you will be able to view your billing preferences, recent charges/invoices, and upcoming payments.



Frequently Asked Billing Questions

My child's tuition will be paid by a party that wants to write a paper check to the school. How is that accomplished with the AutoPay requirement?

The school will still accept paper checks for tuition, but only for families that select the one-month or two-month payment plans. It is the parents' responsibility to ensure the check is received by the school no later than the 10th of the month so that your student billing balance is reduced in time for your AutoPay payment on the 20th.

What should I do if I anticipate problems with an upcoming AutoPay payment and need to make other arrangements?

If you anticipate any problems making an AutoPay payment, please contact the Business Office before the 18th to discuss options. After the 18th, payment plans are locked, and the school cannot change the amounts withdrawn.

What if the account/card I select for AutoPay has insufficient funds/is declined?

If your payment is declined for whatever reason, the school will charge a \$17 fee for each declined payment and notify the parents via email. Any unpaid balance will be carried over into next month's AutoPay payment, and you may be liable for interest charges per the terms of your contract.

May I make an online payment to reduce the balance due in a given month?

Yes, you may make a manual payment at any time simply by clicking on the Billing tab in St. Paul's Connect. For it to offset the balance due for AutoPay, you must make an ACH payment by the 10th of the month, or a credit card payment by the 12th of the month.