



Newman Catholic Schools

e~Funds Frequently Asked Questions

Key:

- NCS = Newman Catholic Schools
 - LCC = Licensed Child Care (child care program at NCECC: St. Michael and NCECC: St. Therese)
 - WAC = Wrap Around Care (child care program at NCES: St. Mark for Preschool and 4K students)
 - BAC = Before and After Care (child care program at NCES: St. Anne and NCES: St. Mark for Kindergarten-5th grade students)
 - DO = NCS District Office
-

E~FUNDS

1) What is e~Funds?

e~Funds is a safe and convenient online portal where you pay NCS fees associated with your child's school and child care tuition, food service and other fees.

2) Where do I set up my family's e~Funds account?

Visit www.newmancatholicschools.com and click on the e~Funds button located below the scrolling pictures. The direct link to e~Funds is <https://payments.efundsforschools.com/v3/districts/56251>.

3) How do I set up my family's e~Funds account?

- a) Visit <https://payments.efundsforschools.com/v3/districts/56251>
- b) Click on Fund Lunch or Pay for Student Fees
- c) Click on Create an Account
- d) Enter required information and click on Create Account
- e) Navigate to the Add Students section and enter your child's last name and student number (please see #4 under the Skyward section of this document to locate your child's student number) and click Add Student(s)
**This step will need to be completed for each of your children*
- f) Click on Fund Lunch or Student Fees
- g) Click on the arrow next to your child's name
- h) Click on the item you would like to pay for/towards

- i) You can adjust the amount you are paying by highlighting the current amount and entering in the amount you desire to pay and click on Add to Cart
**This step will need to be completed for each of the items you want to pay for/towards*
 - j) Click on Begin Checkout
 - k) Enter your payment method
 - l) Confirm that the Method, Date, Frequency and Contact are correct; to make a correction, click on the appropriate Edit button
 - m) Click on Pay Now when you are ready to make your payment
-

SKYWARD

1) What is Skyward?

Skyward is NCS' student information system. This program contains information regarding all of our past and present NCS students. Skyward is where school and child care tuition, food service and other fees are posted. Skyward is directly connected with e~Funds for families to make online payments.

2) What information will I find in Skyward?

Every NCS family has a Skyward account and has the ability to review information about their child including attendance, student information, food service, Skylert and much more. You are also able to access Fee Management. There you have the ability to view fees, payments and totals, and make a payment. By clicking on "Make a Payment," you will be directly linked to e~Funds.

3) How do I access my family's Skyward account?

Visit www.newmancatholicschools.com and click on the Skyward button located below the scrolling pictures. The direct link to Skyward is <https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsedunewmancathwi/seplog01.w>.

4) Where do I find my student's Student Number?

Log in to your family's Skyward account and click on Student Info. The Student Number is noted as Other ID in Skyward and is a six-digit number.

5) What if I forgot my Skyward login information?

Please contact your child's school or the NCS DO at (715) 845-5735.

PAYMENTS

1) When are 3 Year Old Preschool, 4K Religion, Elementary, Middle School and High School tuition payments due?

At the time of registration, your family has the option to choose an annual, semi-annual, quarterly or monthly payment plan. Payment due dates are:

- Annual – one payment due by the last day in August
- Semi-Annual – two payments due by the last day in August and January
- Quarterly – four payments due by the last day in August, November, February and May
- Monthly – ten payments due by the last day in August, September, October, November, December, January, February, March, April and May

2) What if I need to change my payment plan?

Please call the NCS DO at (715) 845-5735.

3) When are LCC payments due?

Payments are due for the upcoming week the Friday before care is received.

4) When are WAC and BAC payments due?

Billing for WAC and BAC students will occur on the Monday after care is received. Payments are due the Wednesday after care is received.

5) What other NCS fees can I pay for using e~Funds?

Other fees that will appear in e~Funds include graduation, sports, and 4K Religion.

6) Will I receive any fees associated with online payments?

NCS encourages families to use their direct checking or savings account numbers. When a debit or credit card are used to make a transaction, the family will be charged a \$2.00 fee/transaction.

7) Am I able to make child care payments for more than one week at a time?

This option is currently only available for families enrolled in LCC. LCC families will have all charges for a month entered at one time. However, families are only required to make one weeks' worth of payments at a time.

8) Can I set up recurring payments?

At this time, the ability to set up recurring payments is only available when paying for Preschool, 4K Religion, Elementary, Middle School or High School tuition. To set up a recurring payment, please follow #3 under the e~Funds section of this document and edit the frequency within step I. The recurring payments function does not work for any NCS child care programs.

9) Is there a transaction limit?

Yes. The transaction limit is \$5,000.00. If your family needs to make a payment larger than \$5,000.00 you will need to complete more than one transaction.

10) How do I obtain a receipt of payment?

Log in to your family's Skyward account. Click on Fee Management. Click on View Payments and then click the printer icon on the right to view your receipt. Click Print.

11) I have concerns about making payments online. Do I have other options?

Although NCS would appreciate all families making payments through e~Funds, we understand there may be unique circumstances. If you feel your family has a unique circumstance, please contact the NCS DO at (715) 845-5735 to discuss other payment options.

FOOD SERVICE

1) How long does it take for my e~Funds payment to post to my family's food service account?

Online payments are posted to your account immediately.

2) I have more than one student enrolled at NCS. Do I need to add money for each student?

Food service accounts are considered family accounts. A payment made for a student goes into the family account and the funds may be used for purchases for any student or staff member in the family.

3) Can I set up recurring payments?

While you can always make a one-time payment, there are two additional payment options that may be used:

- *Recurring payments:* this option allows you to have automatic payments set up to occur on a frequency of your choice. For example, you may choose to make an automatic payment of \$50.00 each month.
 - *Low balance payment:* This option allows you to make an automatic payment when your account falls below a balance of your choice. For example, you may choose to make an automatic payment of \$50.00 when your food service balance falls below \$5.00.
-

OTHER INFORMATION

1) What if my family participates in the child care Good Start Grants or Department of Social Services tuition assistance programs?

NCS encourages all families to utilize e~Funds to make their co-payments. Please contact your school's Site Director with any specific questions.

Good Start Grants (GSG)

Families participating in GSG will see their weekly co-payment in Skyward, and are responsible for this amount per the communication from GSG.

Department of Social Services (DSS)

Families participating in DSS will see their weekly charges in their Skyward account. Once the family's monthly EBT payment has been received, that amount will be applied to the weekly charges due for the month.

2) Can I use NCS' Scrip program to pay for child care tuition?

Yes. All NCS families have the opportunity to utilize the Scrip program to pay for school and child care tuition and other fees, with the exception of food service. To learn more about the Scrip program please contact the Scrip office at (715) 849-7713 or scrip@newmancatholicschools.com.

3) What if I don't have access to a computer or printer?

Please contact your school or the NCS DO and they will provide you with access to a computer and/or printer.

4) Who should I contact if I need assistance?

Newman Catholic Schools District Office

(715) 845-5735 or account@newmancatholicschools.com