GULF COAST BANK
EDUCATION SERVICES

Customer Service Contact Info – 8am – 5pm Monday-Friday
504-544-6370 / 1-855-335-2068 or email tuition@gulfbank.com

St. Charles Catholic High School
2024-25 School Year
Tuition Portal Website Guide

First Step:
Visit our website https://tuition.gulfbank.com to register your user-name (email address) and password.
- First time users click "sign-up" to create your tuition management account
- Already registered users simply login by using your email address and password
- Tuition Loan borrowers only will need their Driver's License or State ID # along with their SSN# to complete the process.

A. Once registered and you are at the "welcome" page:
- Click "Add a New School" – (to get the school to pop up quickly – type "Charles")
- Click the "school name" as it populates

B. Select which form of payment options you are making:
- ➢ Additional Purchases – (Registration Fees due by March 22, 2024)
- ➢ Tuition and Fees for 2024-25
  - o This selection allows you to finance 100% of tuition and allowed fees and/or partially pay and finance the remaining balance.

Pay Registration Fee online:
1. Click "Additional Purchases" button
2. In the section provided "Specify Student(s) names this purchase is referencing" (first and last)
3. Select the fee that applies to your student(s) and follow the instructions noted
4. Click "Save & Continue"
5. Invoice confirmation page will populate for you to confirm your choices are correct – click Continue
6. Choose your payment option – Pay by E-Check or Pay by Credit Card and complete the required information to proceed with your payment – click "submit" and/or "save & continue"
   - o E-Check Payments – No fee applies
   - o Credit Card Payments – 3% convenience fee applies
7. Receipt of payment will be sent via email to clarify completion

Pay Tuition & Fees online (and/or with a loan) – All non-loan tuition and fee payments are due by June 26, 2024:
1. After paying the Registration Fee, Select the "Tuition and Fees for 2024-25" option **OR**
2. If you just paid your registration fee and want to proceed to the loan process, click "Dashboard" at the top right of the session. Click "Add a School" and Click "Tuition & Fees 2024-25" (Red button)
3. You will be directed to the page "Students Attending for 2024-25" – click "Add a Student" – a box will pop up - complete the required fields. Click "Add a Student" then click Continue
4. Select the tuition and fees that apply to your family and click "save & continue" – NOTE: if provided - be sure to answer any other required questions within that selection
5. Tuition and Fee invoice will populate next for you to verify – click "continue" if you want to proceed
6. Manage payment options – select how you want to choose your method of payment in the box on the right. Follow the directions noted on screen before proceeding with your selection.
   - a. Pay by E-Check and/or Credit Card allows you to pay in full and/or make a partial payment and finance the difference. Click the option that applies – A designated box will pop up on screen for you to input the amount you want to apply. Once all designated payment options are chosen and you have $0 left to assign click "Save & Continue".