

Welcome from the Business Office!

We're excited to have you join the Linsly community. Below is general information but please know that we are happy to help answer any account questions.

Parent Portal

Access to the Lunchtab POS system and the tuition/incidental billing system will be available online through the Veracross parent portal (<https://accounts.veracross.com/linsly/portals/login>) in early July. After you've received the initial access email, please reach out to Cara Gregory, Director of Technology, at cgregory@linsly.org if you are having trouble logging in and need assistance.

Lunchtab POS System

Access: Once in the parent portal, click the LunchTab-Lunch and Store button at the right of the screen. DO NOT enter your email address or User ID. Simply click the Veracross icon at the bottom to login. Your dashboard will show recent messages, orders, and transactions.

Adding Funds: Use the Add Funds button to add funds to your family's account using a debit or credit card. There is a processing fee of 3%. **You will need to add funds prior to the first day of school to ensure your child can purchase lunch.** The account balance can be used by any student in the family by swiping their ID card at the following: cafeteria lunch, bookstore, DTE breakfast bar, and concessions. **The cafeteria lunch and DTE breakfast bar are cashless so students must use Lunchtab funds to purchase items.** The bookstore also accepts cash, checks, or credit cards.

Alerts: You will receive an e-mail alert when the account balance falls below \$20 so that you may add funds.

Food Allergies: Items selected at the cafeteria lunch will be compared to any noted product restrictions and the cashier will be alerted. To enter food allergies, please click the My Family tab at the left of the screen, then Product Restrictions, and Manage. Please note that food allergies are not currently tracked for the DTE breakfast bar, concessions, or snack bar. Please reach out to Brittany Roberts, Assistant Food Service Director, at broberts@linsly.org or Michelle DeFazio, Food Service Director, at mdefazio@linsly.org if you have any questions or concerns regarding your student's food allergies.

Tuition and Incidental Billing Statements

Your tuition statement and separate incidental statement will be available online through the Veracross parent portal by clicking the green Access Your Invoice button in the top right of the screen. You will receive an e-mail the first week of each month to notify you that your billing statements are available online for review in the parent portal. Tuition charges post according to the payment plan chosen in your Enrollment Contract. Please contact us as soon as possible if there is an error in the payment plan chosen.

Making a Payment

Payments may be made using one of the following methods. Please allow the appropriate lead time for online bill pay options through your bank or payments sent by mail.

Nine Month Payment Option: If you have chosen this option in your Enrollment Contract, you were required to enable AutoPay which automatically deducts the tuition due on the 15th of the month beginning July 15, 2026 and ending March 15, 2027. If the 15th falls on a weekend or holiday, the withdrawal will occur on the next business day. Please note that you will still need to pay incidental charges when billed using one of the payment methods below as these charges are not included in the monthly tuition AutoPay unless you have enabled AutoPay for incidentals.

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Changes to Autopay made within 5 days of the payment processing date (the 11th through the 15th of the month) may or may not be reflected in the upcoming Autopay payment on the 15th of that month due to processing times.

Online Payments: Online tuition and incidental payments may be made through the Veracross parent portal using a bank account or credit card. Under Billing Account Summary, click Make a Payment.

AutoPay and Online Payment Fees: Credit card transactions will typically carry a convenience fee of between 2.99% and 3.10% plus \$0.30 per transaction. The convenience fee is \$2.00 per ACH transaction. Convenience fees are non-refundable and are in addition to the payment plan fee.

Check Payment by Mail: Please include your student's name in the memo line and make checks payable to The Linsly School. Checks may be mailed to: The Linsly School, Student Accounts c/o Business Office, 60 Knox Lane, Wheeling, WV 26003.

Wire Transfer Payments: Please contact the Business Office for wire instructions.

Due Dates

Payments for tuition, boarding, and fees are due by the due dates stated in your Enrollment Contract for the selected payment option. Incidentals are due within 30 days.

Late Fees/Returned Checks

A late payment fee may be assessed each month that the balance is past due over 30 days and is calculated separately on the tuition and incidental accounts. The late payment fee will be 1.5% of the amount past due over 30 days with a maximum late fee of \$85 on the tuition account and \$15 on the incidental account. Any payments returned for insufficient funds (NSF) including failed ACH transactions will incur a \$35 returned payment fee.

WV Hope Scholarship

We strongly encourage all West Virginia residents to apply for the WV Hope Scholarship. Applications submitted by June 15, 2026 are eligible for 100% funding. Funding decreases after this date. The expected scholarship amount for 2026-2027 is \$5,435.62. The Business Office will send an email to determine whether you have applied, have a status of "Eligible," and intend to use all WV Hope funds for tuition. Based on your response, your billing will be adjusted. The expected WV Hope Scholarship amount will be deducted from your net tuition obligation per your enrollment contract to determine the portion of tuition your family will be paying directly. This amount is then reduced by the enrollment deposit required and the remainder is allocated to the payment plan selected in the contract. For 2026-2027, the state is expected to pay the scholarship in 4 installments. You will need to log in to the Hope portal and approve the disbursement of Hope funds to Linsly each time the state funds your Hope account. We kindly request that you do this in a timely manner. When Linsly receives the Hope payment, your statement will show a "Tuition Paid by Hope" charge and an offsetting credit for the payment. These are posted on the same date to allow Autopay amounts and late charges (if applicable) to be accurate.

Support

Your questions and concerns are important to us. Please don't hesitate to contact us.

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