

Paying Online at SCCS

What:

- Tuition and fees
- Lunches
- Aftercare
- Field trips
- More!

Advantages to online payment:

- Make payment from your home at your convenience, 24 hours a day
- No lost payments or uncertainty about payment posting/processing
- One monthly payment for tuition, fees, lunches, field trips etc, instead of writing multiple checks
- Saves school money in printing, postage and accounting, allowing savings to be spent in the classroom
- Environmentally-friendly
- Increased accuracy with integrated accounting system

Method:

- Electronic transfer from your savings or checking account – FREE
- Credit/debit card – includes 3.75% processing fee

When:

- By the 1st of every month

How often:

- Monthly (for payment by checking or savings)
- As frequently as you'd like (for payment by credit/debit card)

How:

- By logging on to RenWeb, our online school management database

Note: To log on to RenWeb, click RenWeb link on SCCS home page (www.sandhillscs.org). Our district code is SCCS-NC. Apple users, should use Mozilla Firefox to access RenWeb (Safari is not supported).

Steps for Paying Online

Step 1: Log on RenWeb and click **Family Information**

Step 2: Click **Family Billing**

Step 3: Choose the accounting system (e.g., lunch) to which you would like to post a payment and click **PayNow**

Example:



Step 4: Type the amount that you want to pay against each accounting system

Step 5: Click **PayNow**

Example:



Enter the amount you wish to pay into each appropriate fiscal year/accounting system and select Pay Now button at the bottom.

Accounting System	Fiscal Year	Balance	Payment Amount
General	2008-2009	\$956.29	\$ 5
Lunch	2008-2009	\$0.00	\$ 10
Total		\$956.29	

A negative amount indicates a credit

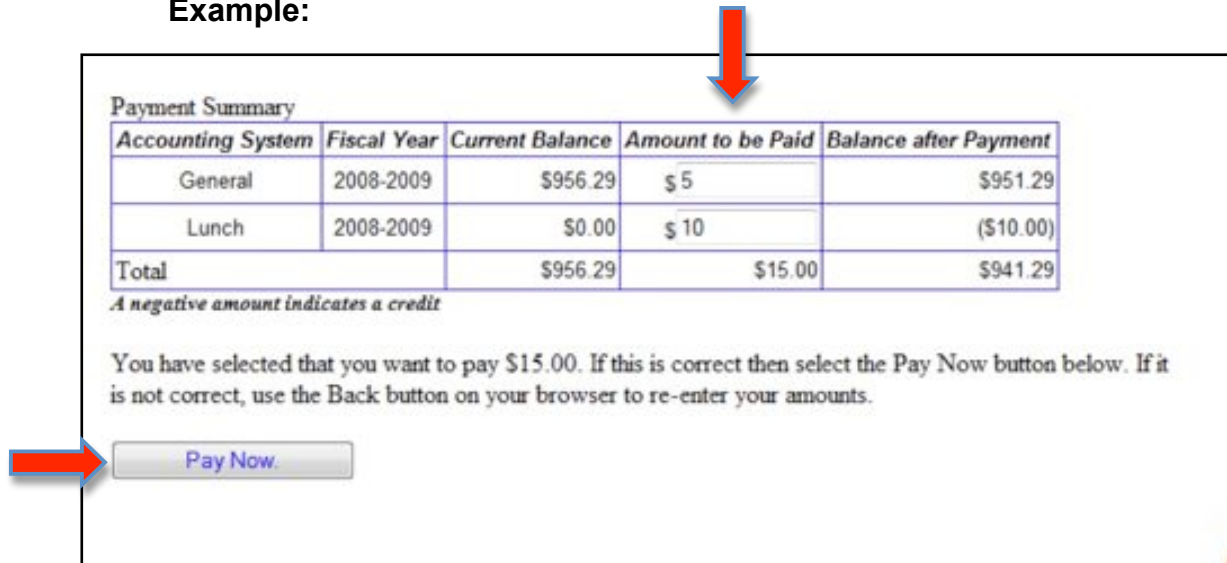


Pay Now



Step 6: RenWeb will display the payments to be made and the resulting balance. Click **PayNow** to confirm.

Example:



The screenshot shows a 'Payment Summary' table with the following data:

Accounting System	Fiscal Year	Current Balance	Amount to be Paid	Balance after Payment
General	2008-2009	\$956.29	\$ 5	\$951.29
Lunch	2008-2009	\$0.00	\$ 10	(\$10.00)
Total		\$956.29	\$15.00	\$941.29

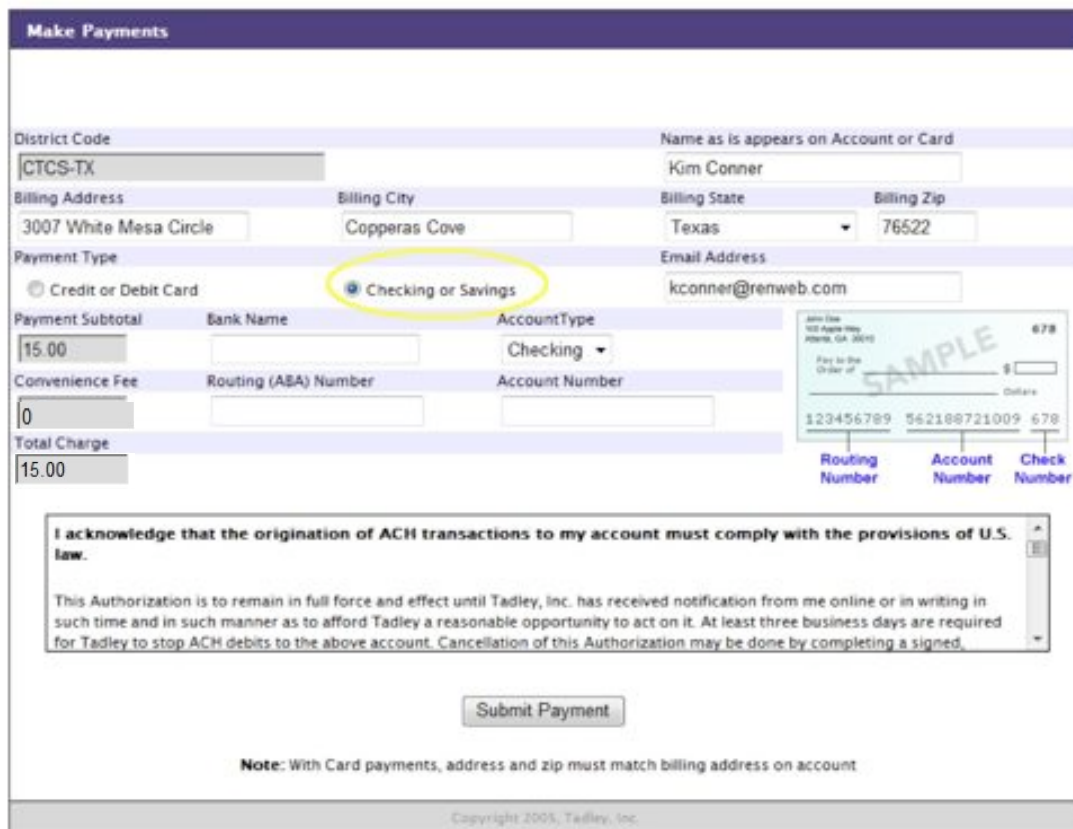
A negative amount indicates a credit

You have selected that you want to pay \$15.00. If this is correct then select the Pay Now button below. If it is not correct, use the Back button on your browser to re-enter your amounts.

Step 7: Select Payment type (checking or savings, credit or debit card)

Step 8: Enter applicable checking/savings account information or credit/debit card information and click **submit payment**

Example: Payment from checking/savings account



The 'Make Payments' form contains the following fields and options:

- District Code: CTCS-TX
- Name as is appears on Account or Card: Kim Conner
- Billing Address: 3007 White Mesa Circle
- Billing City: Copperas Cove
- Billing State: Texas
- Billing Zip: 76522
- Payment Type: Checking or Savings (circled in yellow), Credit or Debit Card
- Email Address: kconner@renweb.com
- Payment Subtotal: 15.00
- Bank Name: [Empty]
- Account Type: Checking
- Convenience Fee: 0
- Routing (ABA) Number: [Empty]
- Account Number: [Empty]
- Total Charge: 15.00

A 'SAMPLE' check image is shown with the following details:

- Pay to the Order of: [Empty]
- Amount: \$ [Empty]
- Routing Number: 123456789
- Account Number: 562188721009
- Check Number: 678

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

This Authorization is to remain in full force and effect until Tadley, Inc. has received notification from me online or in writing in such time and in such manner as to afford Tadley a reasonable opportunity to act on it. At least three business days are required for Tadley to stop ACH debits to the above account. Cancellation of this Authorization may be done by completing a signed...



Note: With Card payments, address and zip must match billing address on account

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Example: Payment by credit/debit card

Note: This example does not reflect the 3.75% processing fee.

Make Payments

District Code	Name as is appears on Account or Card		
CTCS-TX	Kim Conner		
Billing Address	Billing City	Billing State	Billing Zip
3007 White Mesa Circle	Copperas Cove	Texas	76522
Payment Type	Email Address		
<input checked="" type="radio"/> Credit or Debit Card	kconner@renweb.com		
<input type="radio"/> Checking or Savings			
Payment Subtotal	Card Number		
15.00		American Express Discover, Mastercard, Visa	
Convenience Fee	Card Verification		
0		4 DIGIT VERIFICATION 3 DIGIT VERIFICATION	
Total Charge	Expiration (MM and YY)		
15.00	1-JAN 2008		

- By clicking submit, you agree to allow Tadley, Inc. to charge your account **\$15.00**
- Please note that this transaction will show on your statement as billed by Tadley, Inc. for the amount of **\$15.00**

Note: With Card payments, address and zip must match billing address on account

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Frequently Asked Questions

1. When is my bill available for viewing?

Your bill is available for viewing 24 hours a day, except when charges are being posted to the system. Your bill will only show charges that have been posted to your account. Most charges will be posted by the 25th of each month.

2. Can I see the detail of what comprises the amount due?

If you have a balance due greater or less than \$0, you will be able to see all charges and payments for your account. If your balance is \$0, you are not able to see details of your account.

3. When is payment due?

All outstanding balances (e.g., tuition, aftercare, lunches, etc) must be paid by the 1st of each month.

4. Do I need to pay all my charges at one time or can I pay more than once a month?

From your checking/savings: limit transactions to once a month.

From credit/debit card: as frequently as you'd like.

5. Is electronic payment through RenWeb the only way to pay my bill?

It is expected that all parents will submit payment via RenWeb. If this poses extraordinary difficulty for your family, please discuss with Jennifer Stroud in the office.

6. How long will it take to process my payment?

For payments out of checking/savings accounts, approximately 2-4 business days.

For payments by credit/debit card, approximately 2-10 business days.

7. Why am I charged 3.75% to pay by credit/debit card?

The school must pay a processing fee of 3.75% to the company that processes our charges.

8. Who do I contact if I make a mistake in entering and submitting my payment information?

Contact our accountant, Rebecca. She can be reached via email at accountant@sandhillsscs.org or by phone at 695-1874.

9. What is the penalty for late payment?

Failure to pay by the 10th of each month will result in a \$25 late fee. An additional fee is assessed on the 10th of each month for non-payment for previous months. Please contact the headmaster if you have extenuating financial circumstances.

10. How will the payment appear on my credit/debit card statement?

The payment will show as a charge by Tadley, Inc, our credit card processor.

11. How will the payment appear on my bank statement?

The payment will show as a payment to Sandhills Classical Christian School.

12. Does RenWeb save my financial institution information?

No. You must reenter it each time you make a payment. Depending on your browser settings, your browser may store the information.

13. How do I know that my financial information is secure?

RenWeb is a secure internet site protected by 128-bit encryption, virus protection, and daily/weekly backup.