

Cupeyville School Online Application

Tuition 2017-2018

Tuition for the 2017-2018 school year will be done using Cupeyville School Online Application. Online payment for tuition and guidelines will be available on August 2017. Guidelines will be sent through email and mobile app.

Parents can only make tuition payments if students' Registration 2017-2018 payment for their account is complete.

Tuition payment through our online application provides parents with the following benefits:

- Account/credit card privacy. (Cupeyville School will no longer be processing recurring payments or automatic debits.)
 - Allows you to monitor and control your payments. Parents will be responsible for tuition payments.
 - Online payments will be made using credit card (MC, VISA or Discover) or debit card (with MC or VISA logo).
 - Register and pay at your convenience (easier, no lines), within the established tuition payment due dates.
- **Tuition payment options:**
 - 1 full year payment with a 5% discount (option available until August 31st – *no exceptions*)
 - 2 payments with a 2.5% discount applied on January (option available until August 31st – *no exceptions*; first payment before August 31st and second payment before January 31st which includes the 2.5% discount on the total year tuition amount)
 - 10 monthly payments (payable from the 1st to 5th of each month from August to May; *day 6 and on - late charge of \$30.00 applies*)
 - ***Parents will choose one of the following alternatives:***
 - 1) Online application (VISA, Master Card, Discover or debit cards with VISA/Master Card logo)
 - 2) At school (cash, money order or certified check)
 - **Bridges Program** (no discount applies)
 - 1 class - \$100.00
 - 2 classes - \$180.00
 - 3 classes - \$270.00
 - **Sibling discount** – will be applied to the tuition amount to be paid for each student

Tuition 2017-2018 - Online Application Guidelines:

1. **Access** the Cupeyville School Online Application through the school's web page (cupeyvilleschool.org) or the school's mobile app.
2. **Log in** with the same email and password you used to access the application during the Registration 2017-2018 process.
3. Go to the **Tuition Info** tab – information about tuition rates and due dates, among others
4. Go to the **Tuition tab**:
 - **Tuition 2017-2018 for enrolled students, with applicable discounts (*and Bridges classes if required*) will appear in the Tuition tab.**
 - **Choose Tuition payment option:**
 - Go to **Select installment** box located on the right side of the screen and choose the installments form the drop down list.
 - **One installment** - 1 full year payment (by August 31st)
 - **Two installments** - 2 payments (first by August 31st and second by January 31st)
 - **Ten installments** - 10 monthly payments (payable from the 1st to 5th of each month from August to May; *day 6 and on - late charge of \$30.00 applies*)
 - ***Any changes on the installment selection must be authorized and done at school.***
 - Go to **Payment** box located on the right side of the screen and choose payment **Online or At School** form the drop down list.
 - Click the **Submit** button
5. Click on the **green circle** to view **tuition payment per student**.
 - **Sibling discount** – will be applied to the tuition amount to be paid for each student
 - **Bridges Program** tuition payment – will appear separately on this screen (Tuition tab)
 - **PPK after school care payment** - \$100.00 for the PPK after school care from August to May 2017-2018 will appear in addition to the PPK \$395.00 tuition. (This amount will appear if you *sent an email to cupeyvilleonlineapp@trenapps.com*).
6. Click on the **Pay now** button to place your tuition payment order for the corresponding installment.
 - **Include payment for each student.**

- **Include Bridges program and/or PPK after school care if applicable.**
7. Go to the **Cart tab** located at the top of the screen.
 - **Review Tuition order**
 - If you edit the Cart you must click on the Update button.
 8. Go to **Checkout tab** – enter credit card information and click the **Place order** button.