School Admin Billing Management

Last year's initiative using PayerExpress to process payments online was successful. **To streamline the process further and provide you with a one-stop solution in using SchoolAdmin for all your school needs,** effective July 1, 2019, we will migrate to the SchoolAdmin Billing Management system. After you've logged in to your ParentPortal, click on the Billing Management tab. From there, you can pay for tuition, bus fees, after school care or cafeteria charges, or field trip fees. **The system will accept ACH (electronic checking account debits) or credit cards. Credit card transactions will incur a 2.2% fee at time of charge.**

View from SchoolAdmin Parent Portal

The service itself is free. **SchoolAdmin will only assess an annual fee of $40 per family if selecting an installment payment plan for your tuition.** Families who pay the full tuition, including any bus fees, by August 1st will not have to pay this fee. You may still choose to pay by check or cash given directly to the school, however, for purposes of managing your billing, you will still be responsible for this fee if you choose to pay over 2, 4, or 10 installments regardless of method of payment.

Wait. Why am I now being charged $40 to spread out my tuition payments?
We have moved to this billing system in response to parent feedback and the desire for more modern and accountable billing. **The installment fee comes directly from the system.** MSS does not receive any portion of it. Despite the additional charge, we do feel **this provides a better option for paying and tracking your school expenses**. It also **reduces MSS bookkeeping expenses, which allows us to help keep tuition low**. Remember, *if you choose to pay your tuition in full by August 1st, you will not need to pay this installment billing fee.*

If you have any more questions at all, please do not hesitate to **reach out to Albert at finance@mothersetonschool.org or by calling 301.447.3161**.

Thank you for your patience and understanding as we transition to this new service!