

Instructions for paying invoices online in ACC Market Place

(*PLEASE NOTE: if you have multiple invoices, they must each be paid separately*)

1. Go to https://secure.touchnet.com/C20395_ustores/web/classic/index.jsp ; if paying on a mobile device, please use the following link: https://secure.touchnet.com/C20395_ustores/web/index.jsp
2. Select Children's Lab School
3. Click Children's Lab School Tuition
4. To make a payment you will need:
 - a. The invoice from the Lab School with the number and amount you are paying
 - b. Your Credit Card number OR if you are paying by personal check, you will need your routing number and bank account number
5. Add the **Invoice Payment Amount** and click **ADD TO CART**
6. Click **CHECKOUT**
7. If you will be using ACC Marketplace for future payments, click **REGISTER AND CONTINUE**. If not, fill out the form on the current screen and click **CONTINUED UNREGISTERED**
8. Specify a **default address**
9. If you want to save this address as your shipping/billing for future payments, choose a **shipping profile name** and click **Save Shipping Information**
10. Click **CONTINUE TO PAYMENT**
11. Enter your payment information
12. Click **Save this payment method to your customer profile** and choose a **Payment Profile Name** if you would like to save for future payments. Next time you will click *Pay with Saved Method*
13. Enter your child(ren)'s information into **Child Care School Buyer Information**- This is where you will enter the invoice number
14. Click **REVIEW YOUR ORDER**
15. Re-enter your password to confirm payment (*note there is a \$25 fee for returned checks*)
16. Click **SUBMIT YOUR ORDER**
17. Print a receipt for your records if needed (you will get a confirmation e-mail either way)
18. **BE SURE TO LOG OUT!!!**

Jane and Jim Doe 12345 South West Street Lenexa, KS 66215		Date _____	1001
PAY TO THE ORDER OF _____		\$ <input type="text"/>	
Your Bank 12345 Main St. Lenexa, KS 66215		DOLLARS	
: 123456789 :	' 1234567 '	1001	
↑ Routing Number ↓	↑ Account Number ↓		
: 123456789 :	1001	' 1234567 '	

PLEASE NOTE YOU CAN ALSO PAY AT ANY ACC CASHIER'S OFFICE (*Eastview does not have a cashier's office*).
Go to: <http://www.austincc.edu/busdept/cashier> for hours of operation and location

ACC Children's Lab School Tuition Policy

Tuition is due in advance on or before the first of each month throughout the school year. Invoices that are unpaid by the 25th of the month will be issued a late fee of \$25. The late fee will be reflected on the tuition statement for the following month.

If you need to make alternative payment arrangements for the current month, please contact the administrative assistant prior to the 25th of the month to avoid being charged a late fee. Payment arrangements must be made with the director or administrative assistant. Failure to uphold the terms of the agreement may result in late fees and/or loss of child care services.

When the unpaid invoice is 30-60 days late, and no payment arrangements have been made, ACC's Accounts Payable department will attempt to collect the amount due prior to turning it over to collections. Unpaid invoices over 60 days late will receive a late tuition notice from Accounts Payable whereas those over 90 days may be sent to collections. A hold will be placed on the record of student and faculty/staff parents until the past due invoices have been paid in full.

Tuition may be paid online using ACC's Marketplace or at the cashier's office on any campus (except Eastview). A tuition invoice will be issued by e-mail after the 25th of each month to be paid in advance for the following month. Please add the email address ssaldana@picard.austincc.edu to your contacts to ensure your monthly invoice does not go to your spam folder.

Parents need the invoice number to pay online (check or credit card) or must take the invoice to the cashier's office (with cash, check or credit card). Note: Returned checks will result in a charge of \$25.

When paying by Marketplace, the Lab School will be notified of payment by email. Parents paying at the cashier's office must bring the receipt to the Lab School so that credit for payment can be given. The receipt should include the parent's name and the invoice number that was paid. Failure to supply a receipt for tuition paid at the cashier's office by the 25th of that month may result in a late fee. Please remember to pay the oldest invoice number *first* to avoid past due balances being sent to collections.

Tuition is not prorated for vacation or other absences, or for center closures. Center closures were taken into account when tuition rates were set. Tuition will be prorated for withdrawal with two weeks written notice. Families must be current on tuition, or following a payment plan set up in advance to re-enroll for the new school year.