# Dual Credit Homeschool

## **Online Payment Guide**

2

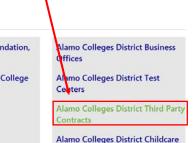


Click on "Alamo Colleges District Third Party Contracts" WELCOME TO THE ALAMO COLLEGES DISTRICT MARKETPLACE MALL All Stores Alamo Colleges District Foundation, offices Inc Aquatic Center at Palo Alto College Centers Alamo Colleges Dist Facilities/Building Rentals

Alamo Colleges Marketplace Mall

Alamo Colleges Dist **Events/Conferences** 

5



### **Homeschooling Parent Invoice**

3

- Click on "Alamo Colleges Dist
- Homeschooling Parent Invoice"



#### **Homeschooling Parent Invoice**

- Review Memo on homepage.
- Have invoice available for reference.

Alamo Colleges Dist - Homeschooling Parent Invoice

This online payment link is for Homeschooling Parent (fiscal agent) making payment towards invoice for cost-sharing charges and instructional material(s) fee incurred by the home-school student(s) enrolled in Dual Credit course(s).

Please reference the "Financial Obligations" section of the Dual Credit Memorandum of Understanding for guestions/concerns regarding cost-sharing payment responsibilities.

NOTE: Payment is due upon receipt of invoice, not to exceed 45 days. Notification of payment will be emailed to the Homeschooling Parent and the DST-Business Office upon completion of payment process

Please contact Pamela Gauna at 485-0124 or DST-AcctsReceivable@alamo.edu for additional questions pertaining to invoice and/or payment process.

INTERNAL REVENUE SERVICE - TAX BENEFITS FOR EDUCATION: Please note that the HSP will not receive the Form 1098T on behalf of student. HSP should reference financial records to determine total of gualified tuition, and other educational related expenses paid during a tax year. For additional guidance for determining eligibility for the tax credit, HSP should seek guidance from a tax consultant, reference Pub. 970 on IRS site, or contact the Internal Revenue Service (IRS) at 1-800-829-1040.



## **Invoice Data Entry**

- Enter Invoice Amount
- Enter Quantity (ex. 2 for two students)
- Click "Add To Cart" once complete

Quantity Option: If paying for more than one home-schooled student then enter quantity.		
Invoice Amount:		
S		
Quantity:	1	
Add To Cart		

### **Invoice Data Entry**

- Complete required fields  $\rightarrow$  Click Continue
- Review data entered/ amount — Checkout
- Enter Email "Continue Unregistered"
- Enter "Payment Method"  $\rightarrow$  Continue
- Receipt will be emailed upon completion

* Parent	First/Last Name
(1-40 ch	aracter[s])
* Vendo	ID No.
(9 charac	ters exactly)
* Invoice	No.
(1–10 chi	aracter[s])
* Studen	t Banner ID No.
(1-10 ch	anacter[s])
* Studen	t First/Last Nan
(1-40 ch	aracter[s])
Continue	

Dual Credit Homeschool payment process should only be followed if homeschooling parent has received invoice from Alamo Colleges District Business Office.

For questions or additional guidance, please contact the District Business Office at (210) 485-0124.

# **Dual Credit Homeschool**

## **Frequently Asked Questions**

1	What document(s) is homeschooling parent required to
	complete for the District Business Office to invoice for
	applicable fees incurred by home school student?

Will my son/daughter be dropped for non-payment prior to start of term?

Will my son/daughter need to sign-up for a payment plan to secure registration?

What fees can I expect to see on invoice?

Can I view applicable fees for my son/daughter via his/her ACES account summary?

When will I receive an invoice?

How do I make payment?

Once payment is submitted, how will I know that it has been received and processed towards invoice ?

Homeschooling parent must complete the following documentation for billing purposes: *Home School Parent Invoice Registration Form* and *Dual Credit Home School Memorandum of Understanding*.

Dual Credit student will not be dropped for non-payment; tuition and registration fees are automatically waived. Instructional material fee(s) balance will not cause student to be dropped from academic registration.

Dual Credit tuition and registration fees are automatically waived. Payment plan for High School Programs is not an option at this time.

Homeschooling parent will be invoiced for cost share fee(s) and instructional material (if applicable) for each course section student(s) enrolled in on the College's census date per part of term.

An accurate account summary will not be available via student ACES. Homeschooling Parent will be provided an invoice via email from the District Business Office after College's census date per part of term enrolled.

The District Business Office will email homeschooling parent an invoice 1-4 weeks after census date for part of term student is enrolled. Link and guide for making online payment will be provided.

After payment has been made via Virtual Business Office, the District Business Office receives immediate notification. Payment will be processed within 3-5 business days.



For additional questions please contact Alamo Colleges District Business Office at (210) 485-0124.