




Dual Credit Homeschool - Online Payment Guide

1. Open the link provided: https://secure.touchnet.com/C20015_ustores/web/product_detail.jsp?PRODUCTID=2521

Alamo Colleges Dist - Homeschooling Parent Invoice

Home / ACD Third Party Contracts / Alamo Colleges Dist - Homeschooling Parent Invoice



ALAMO
COLLEGES
DISTRICT

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 questions/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 Katalina Munoz at 485-0352 or dst-hspcs@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 qualified 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.

Quantity Option: If paying for more than one home-schooled student then enter quantity.

Invoice Amount: *

Other

Quantity:

Add To Cart

NOTE:

Carefully read the information on this page prior to proceeding.

2. Enter the **"Invoice Amount:"** – have invoice readily available for reference. Click on **"Add To Cart"** once amount entered.
3. Enter data on invoice in all required fields and click on **"Continue"** to proceed.

Quantity Option: If paying for more than one home-schooled student then enter quantity.

***Indicates required information**

Invoice Amount: \$200.00

Quantity: 1

*** Parent First/Last Name**
(1–40 character(s))

*** Vendor ID No.**
(9 characters exactly)

*** Invoice No.**
(1–10 character(s))

*** Student Banner ID No.**
(1–10 character(s))

*** Student First/Last Name**
(1–40 character(s))

Continue

4. Review the data to ensure all is accurate, once verified, click on **“Checkout”** to proceed.

Cart

Home | Alamo Colleges District Third Party Contracts | Alamo Colleges Dist - Homeschooling Parent Invoice | Shopping Cart

Items in your Cart				
Item Name	Store	Quantity	Remove	Amount
Alamo Colleges Dist - Homeschooling Parent Invoice	Alamo Colleges District Third Party Contracts	1		\$200.00
Parent First/Last Name: John Doe				
Vendor ID No.: 901121212				
Invoice No.: S3665254				
Student Banner ID No.: 901302018				
Student First/Last Name: Jane Doe				
Total:				\$200.00

Continue Shopping Update Cart Checkout

5. Enter **“Email Address:”** and click on **“Continue Unregistered”** – this is where electronic receipt will be sent once payment submitted.

Delivery Address

Home | Cart | Address | Payment Methods | Review | Receipt

Contact Information	Order Summary
Please enter the email address for this Order.	Item Total: \$200.00
	Total: \$200.00
*Indicates required information	
Email Address:* <input type="text" value="johndoe@gmail.com"/>	
Continue Unregistered	
	Registered Users
	Username: <input type="text"/>
	Password: <input type="password"/>
	Login

6. Enter **“Payment Method:”** and click on **“Continue”** – confirmation (receipt) will be sent to the email you provided and automatically sent to Alamo Colleges for processing.

Payment Methods

Home | Cart | Address | Payment Methods | Review | Receipt

Payment Method	Order Summary
Please select your payment method.	Item Total: \$200.00
	Tax: \$0.00
	Total: \$200.00
*Indicates required information	
Payment Method:* Credit Card	
Credit Card	Promotional Code
Card Type:* <input type="text" value="Select a Card Type"/>	You can use one code per Cart.
Credit Card Number:* <input type="text"/>	Promotional Code: <input type="text"/>
Expiration Date:* <input type="text" value="01"/> <input type="text" value="2018"/>	Apply
Security Code:* <input type="text"/> View example	
Credit Card - Available credit card issuers.	
Billing Information	
Name:* <input type="text"/>	
Address Line 1:* <input type="text"/>	
Address Line 2: <input type="text"/>	
Country:* <input type="text" value="United States"/>	
City:* <input type="text"/>	
State:* <input type="text" value="Texas"/>	
ZIP Code:* <input type="text"/>	
Continue	

For questions or additional guidance, please contact the District Business Office at (210) 485-0352 or email dst-hspcs@alamo.edu.