

# Dual Credit Homeschool

## Online Payment Guide

**1** Visit Virtual Business Office  
 Visit [www.alamo.edu/district/virtual-business-office/](http://www.alamo.edu/district/virtual-business-office/) → click on the link under "Alamo Colleges Market Place Mall"

### What is the Virtual Business Office?

The Virtual Business Office is an online hub where you can pay for your college-related products, services, tuition and fees. It is a line to pay your Installment Plan or to collect your Student Refund! Now, the BBO has made the Installment Plan and Electron available to access online. Check out the complete host of items at Alamo College's Marketplace Mall that you can access at convenient and secure!

**My Tuition Payment Plan**  
Setup contract online

- Pay with credit card or check
- Schedule future payments

**Pay My Tuition**

- Pay online with credit card or check through your ACES student account
- Cash payments are accepted at your college Business Office

**Alamo Colleges Market Place Mall**

- Testing Fees
- Childcare Services
- SPC Kids' Camp field trips
- NVC Fitness Center
- Faculty/Staff Parking Permits
- Alamo Colleges Third Party Contracts
- Palo Alto Natatorium
- Kinesiology Market Center
- Duplicate Diploma Charge

[How do I get started? Login to ACES.](#)

[How do I pay online? Login to ACES to pay my tuition.](#)

[Paying for one of the above? Click here.](#)

**2** Alamo Colleges Marketplace Mall  
 Click on "Alamo Colleges District Third Party Contracts"

### WELCOME TO THE ALAMO COLLEGES DISTRICT MARKETPLACE MALL

**All Stores**

- Alamo Colleges District Foundation, Inc.
- Aquatic Center at Palo Alto College
- Alamo Colleges Dist Facilities/Building Rentals
- Alamo Colleges Dist Events/Conferences
- Alamo Colleges District Business Offices
- Alamo Colleges District Test Centers
- Alamo Colleges District Third Party Contracts**
- Alamo Colleges District Childcare

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



**4** 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 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 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 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.

**5** 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: \$

Quantity:

[Add To Cart](#)

**6** Invoice Data Entry

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

\* Parent First/Last Name (1-40 character[s])

\* Vendor ID No. (3 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](#)



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?

Homeschooling parent must complete the following documentation for billing purposes: *Home School Parent Invoice Registration Form* and *Dual Credit Home School Memorandum of Understanding*.
- 2** Will my son/daughter be dropped for non-payment prior to start of term?

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

Dual Credit tuition and registration fees are automatically waived. Payment plan for High School Programs is not an option at this time.
- 4** What fees can I expect to see on invoice?

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

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.
- 6** When will I receive an invoice?  
How do I make payment?

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

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.

