

## **MyPayments*Plus* Participant Procedure**

As we begin another school year with the MyPayments*Plus* Program, we want to ensure a smooth start by reminding you of a few procedures that will help keep accounts balanced and up-to-date.

1. If paying by check, please put the student name and ID badge number on the memo line and make the check payable to CAI.
2. If you have more than one person listed on the memo line, please put the amount to be deposited for each student account.
3. If you are paying by cash, please put the money in an envelope and write the name, account number and amount of cash you have placed in the envelope. Make sure it is sealed completely.
4. Please check your MyPayments*Plus* accounts regularly; this will keep the accounts current and avoid unnecessary phone calls or embarrassment to your student.
5. For your convenience, you may pay by credit card directly through your My Payments Plus account. However, they do charge a service fee for this transaction. Please see your My Payments Plus account for more information at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).

If any account falls \$25.00 in arrears, a friendly phone call reminder will be given to you to deposit funds in the respective accounts; students will not be allowed to carry excessive negative balances during the school year. If the account is not brought up-to-date in a timely manner, students will need to bring a sack lunch.

It is always a pleasure to serve our students at Christian Academy.

Our goal is to encourage our students to be responsible in all areas of life. Please speak with your child regarding a budget for them. This will assist them in managing their funds, and help them to develop a life skill that will carry them into adulthood. Thank you for your cooperation in this area.