



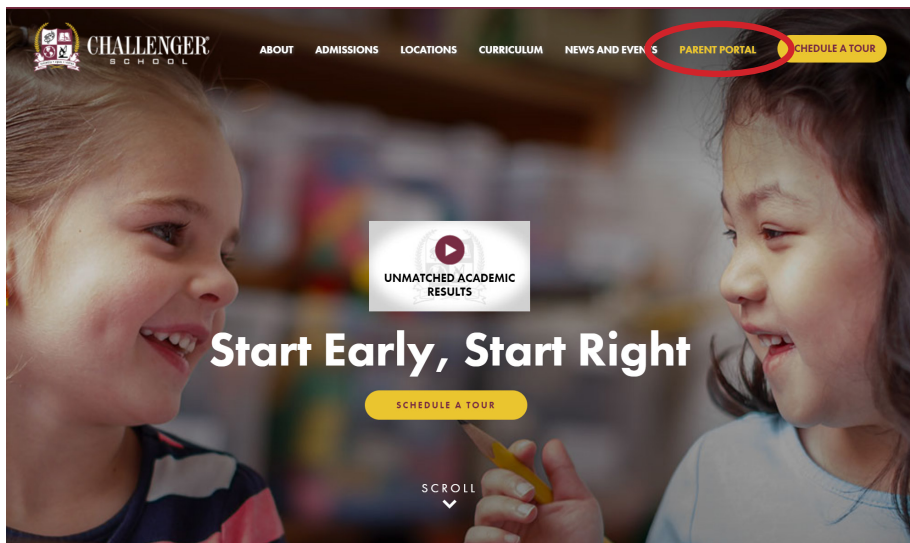
CHALLENGER
SCHOOL

Sign Payment Contracts

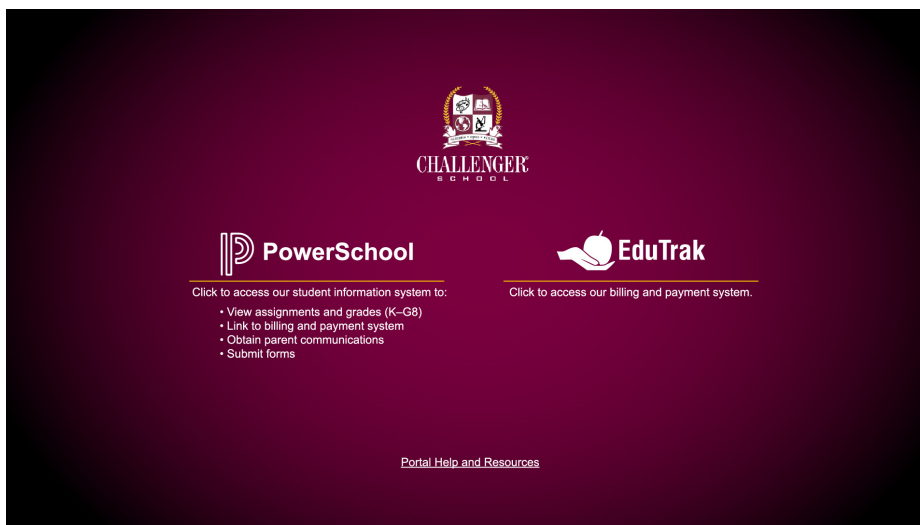
A payment contract is generated for each program that a student is enrolled in and is a means to select a payment plan for program costs owed.

Each contract must be signed and can only be signed by a person who is associated with the student and has an EduTrak account. All associated persons can view and submit payment on a contract regardless of who signs.

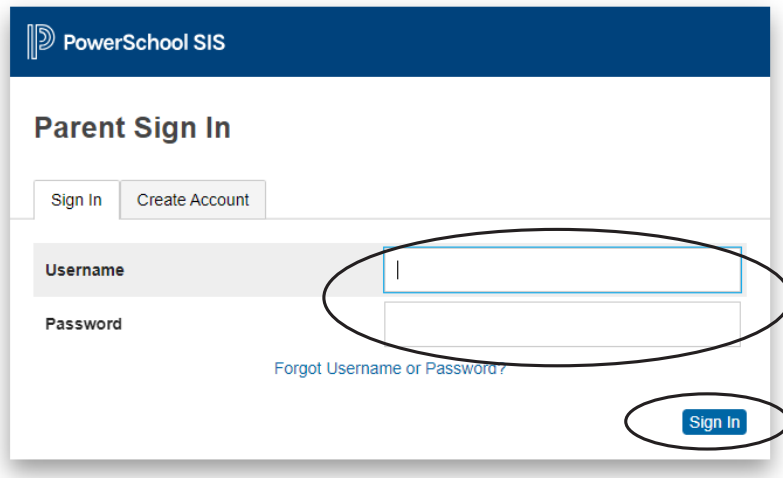
To begin, from our website, click Parent Portal.



Then, click on the PowerSchool logo. If you click on EduTrak, you will need to enter your EduTrak username and password. If you click on PowerSchool, you can access EduTrak without having to enter your EduTrak username and password.

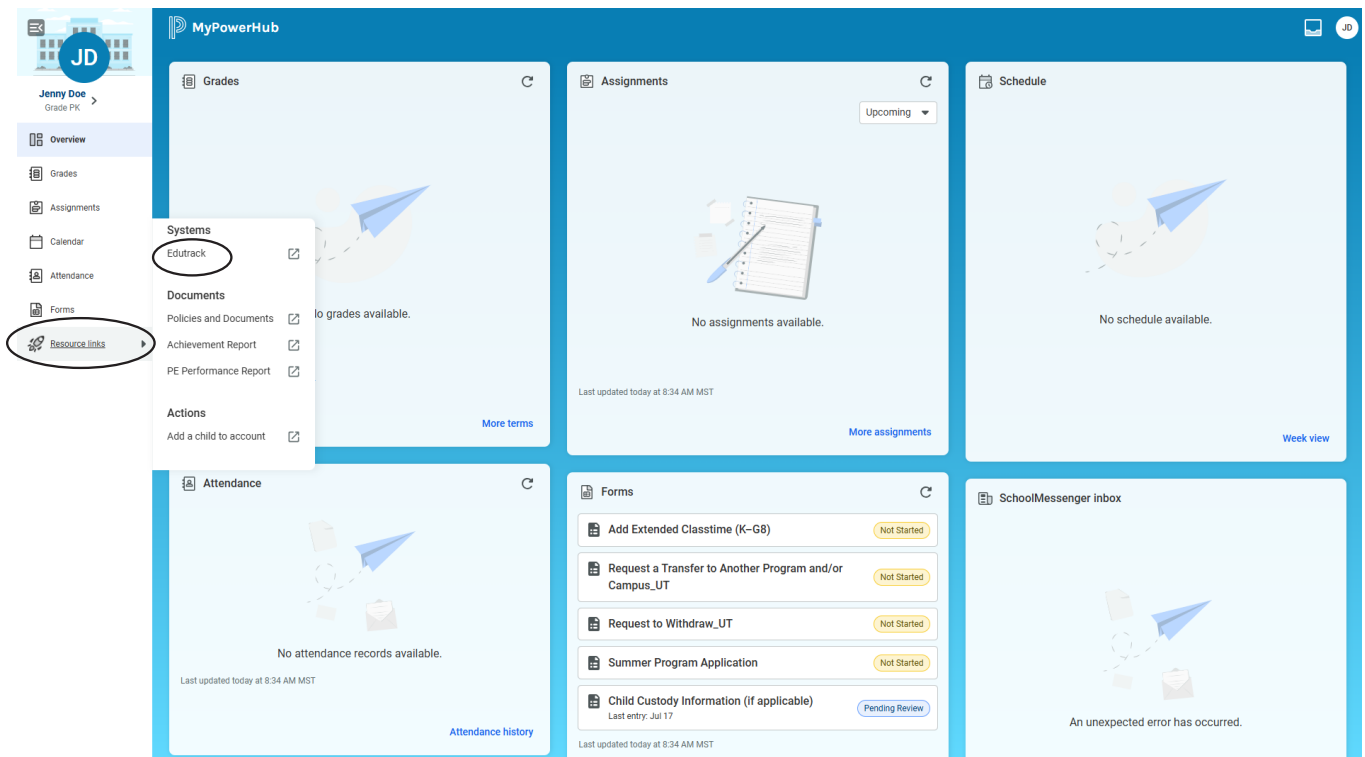


Next, on the Sign In tab, enter your username and password. Click Sign In.



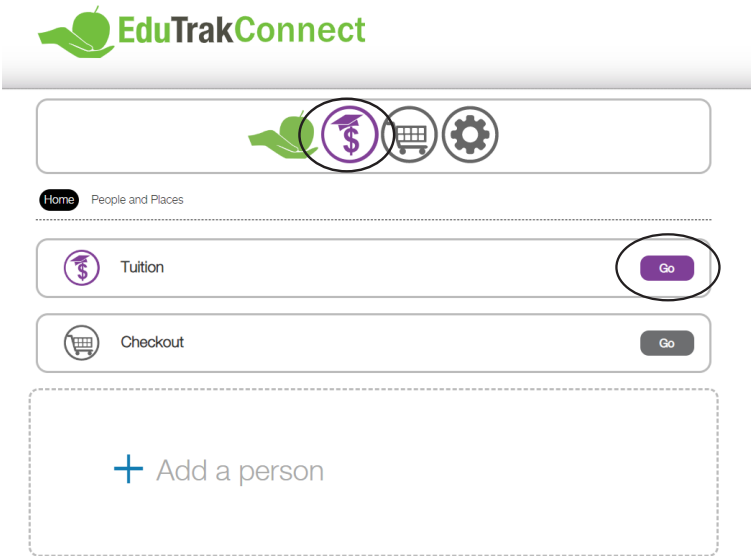
The image shows the 'Parent Sign In' page of the PowerSchool SIS. At the top, there is a blue header with the 'PowerSchool SIS' logo. Below the header, there are two tabs: 'Sign In' (selected) and 'Create Account'. The main form area has two input fields: 'Username' and 'Password'. Both fields are highlighted with a blue border and a black oval. Below the password field, there is a link that says 'Forgot Username or Password?'. At the bottom right of the form, there is a blue 'Sign In' button, which is also highlighted with a black oval.

Once logged in to PowerSchool, on the left side, click Resource links to access EduTrak.

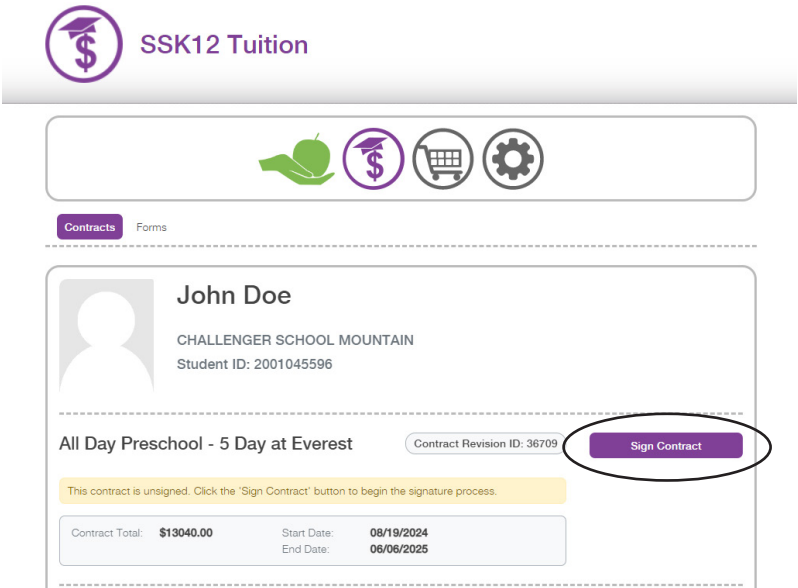


The image shows the 'MyPowerHub' dashboard. On the left side, there is a navigation menu with a user profile 'Jenny Doe, Grade PK' and several icons: Overview, Grades, Assignments, Calendar, Attendance, Forms, and Resource links. The 'Resource links' icon is highlighted with a black oval. A dropdown menu is open from 'Resource links', showing 'Systems' (with 'EduTrak' highlighted by a black oval), 'Documents' (Policies and Documents, Achievement Report, PE Performance Report), and 'Actions' (Add a child to account). The main dashboard area is divided into six panels: Grades, Assignments, Schedule, Attendance, Forms, and SchoolMessenger inbox. Each panel has a title, a refresh icon, and a status message. The 'Forms' panel lists several forms: 'Add Extended Classtime (K-G8)', 'Request a Transfer to Another Program and/or Campus_UT', 'Request to Withdraw_UT', 'Summer Program Application', and 'Child Custody Information (If applicable)'. The 'Child Custody Information' form is marked as 'Pending Review'.

To view and sign contracts, click on the Tuition icon at the top of the screen or click the Go button in the tuition section.



The tuition page lists each of your associated children and their contracts for all enrolled programs, with the most recent contract for each child listed first. Locate all new, unsigned contracts (indicated with a highlighted yellow message), and click Sign Contract to begin the signature process.



The first screen shows the contract total due which includes all discounts the student is eligible for, including multi-child, continuous enrollment, and any scholarship earned. Click Next.

All Day Preschool - 5 Day at Everest

Your signature is required for this contract to take effect.

Click "Next" to begin the signing process.

Contract Item Summary

All Day Preschool - 5 Day at Everest	\$13,040.00
Tuition Deposit/Credit	-\$500.00
Contract Subtotal:	\$12,540.00

Next

Cancel

In this screen, select the button next to your desired payment plan, check the confirmation box in the Automatic Payment section if you would like payments to be automatically processed, and choose a billing date if you selected the Monthly Payments plan.

Please note all payments are due by the 10th of the payment plan month. If you select automatic payments, your payments will process automatically on the custom billing date you select and your payment will never be late. Note that funds may not be withdrawn from your account until up to five business days after your selected billing date.

Click Next.

All Day Preschool - 5 Day at Everest

Available Payment Plans

Please select one of the following available payment plans for your contract:

☒ Monthly Payments

☐ Full Payment

☐ Half Payments

Automatic Payments

☐ By checking this box, I confirm to start/continue automatic payments for this payment plan. This is not required to be checked.

Payment Plan Configuration

Billing Date

(Please select)

Next

Back

Review the final contract signing screen. Note the payment plan selected, the total program cost with the applicable discounts itemized, the estimated payment schedule, and that the first payment amount is reduced to include the tuition deposit if applicable.

If you selected automatic payments, you will also need to agree to the automatic payment terms and select a funding source for the payment. Selecting a credit card as a funding source will incur a processing fee of 4.5% and will require you to check a box acknowledging the processing fee is added to each payment.

Once all information is accurate, enter your name and click Sign to complete the contract signing process.

All Day Preschool - 5 Day at Everest

bank; so long as the transactions correspond to the payments plans selected in the following auto payment configuration.

☐ I agree to these automatic payment terms.

Payment Plan Summary

Payment Plan Day: 10

Payment Plan: Monthly Payments

Contract Item Summary

All Day Preschool - 5 Day at Everest

\$13,040.00

Tuition Deposit/Credit

-\$500.00

Contract Subtotal:

\$12,540.00

Payment Schedule Estimation

Due Date	Payment Amount	Remaining
08/10/2024	\$1,304.00	\$804.00
09/10/2024	\$1,304.00	\$1,304.00
10/10/2024	\$1,304.00	\$1,304.00
11/10/2024	\$1,304.00	\$1,304.00
12/10/2024	\$1,304.00	\$1,304.00
01/10/2025	\$1,304.00	\$1,304.00
02/10/2025	\$1,304.00	\$1,304.00
03/10/2025	\$1,304.00	\$1,304.00
04/10/2025	\$1,304.00	\$1,304.00
05/10/2025	\$1,304.00	\$1,304.00

Credit card payments will incur a 4.5% processing fee. This fee is applied to all payments made by credit card.

☐ By checking this box, I acknowledge the credit card processing fee will be added to each payment itemized above.

Please select a funding source for auto payment:

☒ Credit Card ending in 1111


☐ Bank Account ending in 3344





Signature

Sign

Back


Once the contract is signed, it will be indicated with a message highlighted in green. Note the Amount Paid has been updated to reflect the Tuition Deposit and the Balance Due is reduced. The amount paid and balance due will be updated each time a payment is made.

SSK12 Tuition



Contracts

Forms



John Doe

CHALLENGER SCHOOL MOUNTAIN

Student ID: 2001045596

All Day Preschool - 5 Day at Everest

Contract Revision ID: 36709

Make a Payment

This contract has been signed and scheduled for automatic payment.

View Auto Payment

View Invoice 98781

Contract Total:	\$13040.00	Start Date:	08/19/2024
Amount Paid:	\$500.00	End Date:	06/06/2025
Balance Due:	\$12540.00		