

# BillPay®

I would like to bring to your attention a possible alternative method for making payments. For those of you who have banks or credit unions that offer online banking and BillPay®, you can use this method to pay for your child(ren)'s tuition. For the majority of banks, this feature is FREE!

## **Why?**

BillPay® offers convenience, so you no longer have to make an out-of-the-way trip to make a payment. You also have the option to set up automatic weekly, bi-weekly, or one-time payments.

## **How?**

Payment through online BillPay® is very easy. After logging on your online banking account, you simply access the BillPay® section. There are step-by-step instructions to pay an individual. You need only my name, mailing address, and phone number (written below). After setup is complete, you select the date of delivery and submit payment—your bank will send me a check via US Postal Service.

## **Please note**

Before using BillPay® please be aware 1) you must have access to online banking 2) not all banks offer to pay an individual 3) that the earliest delivery of payment may take 2-4 business days to arrive 4) tuition payment must still be delivered on time, regardless of the method of payment.

This feature is simply another way to make payments and you are in no way obligated to use this method. If you have any question or concerns, please contact me.

Respectfully,

*Jovana Jones*

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