

School PrinBill Guide 2010-2011

PrinBill is Principia's online billing and bill payment service. Principia bills are viewable online, and payments can be made using secure online access electronically from your U.S. checking or savings account or by credit card (MasterCard, Discover, or American Express).

This Guide highlights the most important aspects of the PrinBill service and can be found on www.PrinBill.com.

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Authorized User Login—Parent Access

For parents of students attending The Principia School, a personal secure Authorized User login is provided which will give you access to your child's PrinBill account. If you have more than one child attending Principia, your Authorized User login will give you access to all of their accounts. The parent's e-mail address on file will become the login ID for accessing billing information. To log in as an Authorized User, click the "Authorized User Login" button on the www.PrinBill.com home page.

If there are other family members who would like access to view bills or pay online, please send an e-mail to PrinBill@Principia.edu. The e-mail should contain the student's name and Principia ID number, the e-mail address of the new Authorized User, and a subject line of **Auth User Setup**. An e-mail notification containing the password will be sent to the new Authorized User.

To access your children's accounts without needing to log out and back in to PrinBill, choose "Select Student" tab at the top of the students' home page.

Please remember to protect the authorized user login as it provides access to stored banking account information.

Monthly Billing Statements (eBill)

Billing statements are available online at PrinBill.com by selecting the eBill tab at the top of the student's Home page. You will see the most recent monthly billing statement. Prior monthly statements are also available in the drop down menu next to the "View Statement" field.

Payment Methods

Available payment methods include electronic bank withdrawals, credit card payments, or checks. The following credit cards are accepted: MasterCard, American Express, and Discover (Visa is not accepted by the PrinBill system due to Visa restrictions). Credit card payments incur a convenience fee of 2.75% (\$3.00 minimum per transaction). There are no fees for paying by electronic bank withdrawal.

Check payments should be mailed to the following address:

The Principia - Attn: Cashier
13201 Clayton Road
St. Louis, MO 63131-1002

Monthly Installment Payment Plan

School charges may be paid over ten months during the school year. There is no fee for the use of this installment plan. The payment plan starts in August, with the first payment due on August 26th. Each subsequent payment is due by the 26th of the month. A late charge of 1% will apply for payments not received by the due date.

If you do not enroll in a payment plan, the total amount due for the year must be paid by August 26th to avoid late charges.

School related costs that are charged to your billing account are included in the payment plan. As charges are incurred throughout the school year, they will be added to the plan and spread out over the remaining months of the payment plan.

Note: New charges added to accounts increase all remaining open monthly installment amounts. This is likely to create larger monthly installments at the end of the payment plan.

The person who will be paying the PrinBill account should enroll in a payment plan. The last four digits of your student Principia ID number (begins with P01...) are also needed. It can be found on the most recent monthly billing statement (eBill tab at the top of PrinBill.com), or by contacting Billing Services (see last page for contact information).

Directions for Payment Plan Enrollment

1. Choose Payment Plan tab at top of the Home page
2. Choose Sign Up for a New Payment Plan
3. Select School 2010-2011 Payment Plan
4. Details of the plan will be shown, choose "Continue"
5. Review and choose "Display Payment Schedule"
6. Answer the question – "Would you like us to schedule future payments for your payment plan installments?"

Yes, I want to schedule my future installment payments for this payment plan.

- If you choose "Yes" the monthly installment amount due will be "automatically" deducted from your designated checking or savings account on the 26th of each month during the term of the payment plan. The person enrolling in the payment plan can view and edit these scheduled payments in the Payments Plan tab. Changes for the current month must be made **before** the 26th of the month.

No, I don't wish to schedule installment payments. I will pay each installment before the due date.

- If you choose "No" you will need to manually make your payment each month. You will have the flexibility to choose your payment method and payment date.

Payments on a Student Account from Multiple Households

If more than one household is paying on a student account, do not choose "Yes" to schedule the future monthly installment payments when you enroll in a payment plan. The system will not let you change the amount of future scheduled monthly installment payments within the payment plan. You are able to pay an amount that is different than the monthly installment amount by following the instructions in the section below.

How to Pay an Amount Online Different than the Monthly Installment Amount

If you are enrolled in a payment plan and would like to make an online payment through PrinBill that is either more than or less than the monthly installment amount, click on the Payments Tab. Near the top right you will see a blue "Pay" link beneath the word "Action" and next to the "Total Balance". When you follow that link you will choose the amount you would like to pay, and the date of the payment.

International Payments

Options for international payments include wire transfer, credit card (Mastercard, Discover, and American Express), or checks payable in U.S. dollars. Please contact Billing Services (see contact information on last page) for wire transfer instructions and answers to any questions you have about international payments.

Student Cash Needs and Spending Money

For students' cash needs, including spending money, Principia provides an ATM machine near the Dining Room for cash withdrawals seven days a week. Principia does not charge a service fee or transaction fee for ATM use on campus. However, your financial institution may or may not charge a fee, depending on their policies.

Families have the following options to provide their children with cash or purchasing tools:

- debit card or credit card
- bank account with check writing capability (may be cashed in the bookstore)
- cash (may be kept in the dorm safe)
- checks mailed directly to students (may be cashed in the bookstore)
- stored value cards (such as Visa Buxx)

Changing Email Addresses, Passwords or Banking Information

- To change your email address or your password, please go to the My Profile tab on the home page. Select "Personal Profile" and make changes.
- To change your saved bank account information, please go to the My Profile tab on the home page. Select "Payment Profile" and add new bank information with a new "nickname." After completing the new bank information, you may choose to delete your former information by clicking on the X next to it.

Principia Billing Services Support Contacts

<u>Contact Person</u>	<u>Phone</u>	<u>Toll-Free Phone</u>	<u>E-mail</u>
Cheryl Carbonell	314.514.3122	800.218.7746, ext. 3122	Cheryl.Carbonell@Principia.edu
Milly Mensing	314.275-3554	800.218.7746, ext. 3554	Milly.Mensing@Principia.edu