

## School PrinBill Guide 2011-2012

PrinBill is Principia's online billing and bill payment service. Monthly Billing Statements (eBills) 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 also be found on the PrinBill web page at [www.prinbill.com](http://www.prinbill.com).

### PrinBill Guide Sections:

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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](http://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](mailto: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 "Select the statement to view" 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 26<sup>th</sup>. Each subsequent payment is due by the 26<sup>th</sup> 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 26<sup>th</sup> 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. The person who will be paying the PrinBill account should enroll in the payment plan.

**Note: New charges added to accounts during the school year increase all remaining open monthly installment amounts. This will create larger monthly installments at the end of the payment plan.**

## 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.

## 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	<a href="mailto:Cheryl.Carbonell@Principia.edu">Cheryl.Carbonell@Principia.edu</a>
Milly Mensing	314.275.3554	800.218.7746, ext. 3554	<a href="mailto:Milly.Mensing@Principia.edu">Milly.Mensing@Principia.edu</a>