

## Online Payment Instructions

- Go to our web page at <http://broadwayunited.org/elc>. Please look for the Online Payment Link under "Join the Early Learning Center".
- You will need to log in. If you haven't used our online payment link, you will need to create a profile once. This must be done on the **full website** not the mobile site. If you have created a profile already, you can still use the same profile and password as last year. **Click Add Transaction.**
- You will choose the correct enrollment payment or tuition payment. **Quantity** is the number of children you are paying enrollment or tuition for each month.
- Frequency is your next step. Options are monthly or one time. Enrollment will be a one-time payment. Tuition can be a one time or monthly payment. The start date for tuition must be on the **5<sup>th</sup> or 15<sup>th</sup>**. If you are setting up a recurring payment in August, you must do so by August 4<sup>th</sup> (for payments drafted on the 5<sup>th</sup>) or August 14<sup>th</sup> (for payments drafted on the 15<sup>th</sup>) to ensure the payment comes out in August. If it is after those dates, set up a one-time transaction for August's payment and then set up a recurring transaction to begin in September for the remaining tuition payments. The first tuition payment of the school year, August, is due **no later** than the first day of classes. An **end date must be entered** for all recurring payments. The end date should be **May 19<sup>th</sup> of 2024**. **Tuition must stop in May each school year.** It does not carry over from the previous year.
- Payment Information is next. You will choose checking or savings account. No credit or debit cards are accepted. If you do not have an account set up, choose New Account. Then you will add your routing and account number. You will also include your child(ren)'s name. **Click Process.**
- You will receive a confirmation of your payment with a confirmation number and summary of your payment. **If you do not get a confirmation the payment did not process.** Please check for any errors of payment amounts and dates. You can print this receipt if you need it.
- Scheduled payments can be deleted or edited at any time from this link.
- Late payments incur a \$15 late fee if not paid by the 15<sup>th</sup> of each month.
- Tuition rates are as follows:

Nursery \$2400 yearly/\$240 monthly

Toddlers and Twos \$2100 yearly/\$210 monthly

3 year olds and Pre-K \$2100 yearly/\$210 monthly

\*members of BUMC receive a \$15 per month discount