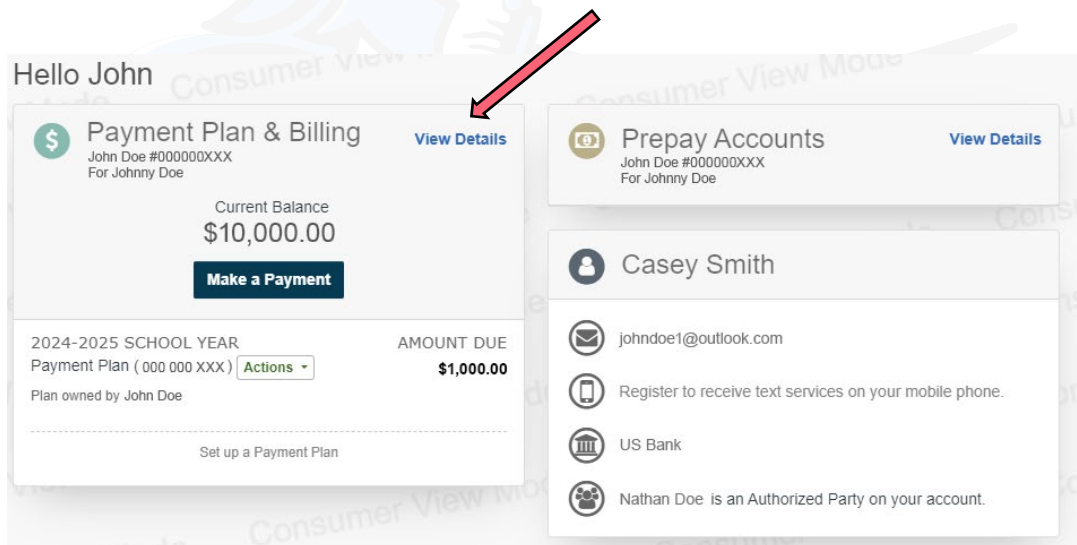


There are currently two ways to access ESA funds: Reimbursement and Pay Vendor

How to use the ESA Reimbursement Process

(reinstated 9/13/24) for payments made on or after 10/1/24

1. Make your payment through the FACTS payment plan you selected when you enrolled.
2. Link your personal bank account to your ESA account through the Class Wallet website.
3. Once your Class Wallet account is funded, you will be submitting proof of payment with both the Schedule of Payments and a receipt of your payment from FACTS.
4. To retrieve Schedule of Payments:
 - >Log into your tuition account (FACTS)
 - >Click Financial from the blue menu bar on the left-hand side
 - >Click Financial Home in the Financial Links box
 - >Click View Details in the Payment Plan & Billing box



- >In the right-hand corner, toggle the term to the current school year.
- >Under the Schedule tab, click "View Full Schedule", then expand the payment that you are seeking reimbursement for **OR** the next payment due.
- >Right-click and select "Print". Your destination will be "Save to PDF".

Activity Details
John Doe #000000XXX

Term: 2024-2025 School Year

[View Payment Summary](#) [FACTS Payment Processing Policies](#)

Schedule Transactions Balances Payments Made Changes Prepay Accounts

Full Schedule
View Upcoming Payments

Expand All | Collapse All

| | | | |
|---|-----------------------|-----------------------------|--------------------|
| ▼ | Due Date: 05 Jul 2024 | Payment Plans (000 000 XXX) | Amount Due: \$0.00 |
| ▼ | Due Date: 03 Sep 2024 | Payment Plans (000 000 XXX) | Amount Due: \$0.00 |
| ▼ | Due Date: 01 Oct 2024 | Payment Plans (000 000 XXX) | Amount Due: \$0.00 |
| ▲ | Due Date: 01 Nov 2024 | Payment Plans (000 000 XXX) | Amount Due: \$0.00 |

Term: 2024-2025 School Year

| ACCOUNT | CHARGES | PAYMENTS | AMOUNT DUE |
|------------------------------------|------------|------------|------------|
| Johnny Doe - Tuition - High School | \$1,000.00 | \$1,000.00 | \$0.00 |

▲ Due Date: 02 Dec 2024 Payment Plans (000 000 XXX) Amount Due: \$1,000.00

Term: 2024-2025 School Year

| ACCOUNT | CHARGES | PAYMENTS | AMOUNT DUE |
|------------------------------------|------------|----------|------------|
| Johnny Doe - Tuition - High School | \$1,000.00 | \$0.00 | \$1,000.00 |

5. To retrieve a receipt of your payment:
 >Follow above instructions but click on the Payments Made tab instead
 >Click on View Confirmation/ Payment link
 >Right Click and select Print. Your destination will be "Save to PDF"

Activity Details
John Doe #000000XXX

Term: All

[View Payment Summary](#)

FACTS Payment Processing Policies

Schedule Transactions Balances **Payments Made** Changes Prepay Accounts

Payments Made

Past 90 Days Successful Payments

Expand All | Collapse All

| | | | |
|-------------|-----------------|----------------|---|
| 15 Oct 2024 | Payer: John Doe | Online Payment | Amount: \$1,000.00 View Confirmation |
| 16 Sep 2024 | Payer: John Doe | Online Payment | Amount: \$1,000.00 View Confirmation |
| 03 Sep 2024 | Payer: John Doe | Payment | Amount: \$1,000.00 |

Payment Information

| | |
|---------------------|--------------------|
| Payment Amount | \$1,000.00 |
| Account Holder Name | John Doe |
| Account Nickname | US Bank |
| Account Type | Checking |
| Routing Number | ##### |
| Account Number | XXXXXXXXXXXXXXXXXX |
| Submit Date | 17 Oct 2024 |

| NAME | DESCRIPTION | AMOUNT PAID |
|------------|------------------------------------|-------------|
| Johnny Doe | Johnny Doe - Tuition - High School | \$1,000.00 |

Close

6. Submit both the Schedule of Payments and the proof of payment to Class Wallet.
7. ESA will deposit your funds directly into your personal bank account (Be mindful you are seeking reimbursement from the government and this process can take several weeks.)

How to Use the "Pay Vendor" to pay VCS

1. Keep your tuition account current while waiting for the funds from "pay vendor" to be applied to your account.
2. Once your ESA account is funded, you will need to access your FACTS tuition account to retrieve a schedule of payments: **See #4 above.**

3. *Submit your Schedule of Payments to Class Wallet.*
4. *Once your documentation is reviewed and approved by ESA and Class Wallet, you will receive an approval email from them. They will deposit your students' funds into VCS's bank account within 10 business days.*
5. *When VCS receives your ESA funds, we will allocate them to the next payment you have due on your tuition account within 7-10 business days of receipt. Note that we cannot apply funds until we physically have receipted them after they arrive at VCS. This process may take several weeks from the time you submit documentation to when we receive the funds.*

