



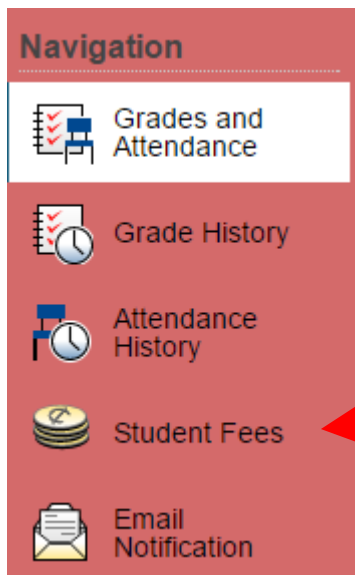
Where the world opens up

Student Fees and Online Payments

Parkland School Division is pleased to advise that the Rycor Online Payment module is now available for School Fees. This convenient new tool is accessible through the PowerSchool Parent Portal and provides parents with the ability to view and print student statements and receipts, transaction history, outstanding fees and make payments online. Methods of payment include Visa, MasterCard, American Express and Interact Online Debit.

How do access Rycor Online Payments?

Within the Parent Portal click on the Student Fees - located on the left hand side.



How do I use Rycor online payments?

Happyview School District

3 CART \$1,307.50 View Cart Checkout

2 Summary Ian Kristen Matthew Sarah

4 Manage Cards My Orders

SUMMARY
To pay your fees, **click on each student's tab**, and click **Add to Cart** on the items you want to pay now. This will add them to your "cart" for payment. To review or remove items from your cart, click **View Cart**. When complete, click **Checkout** to make your payment.

For details on financial assistance with school fees, [click here](#)

Student ID	Name	Grade	School	Due
2749959	Ian Jones	09	Happyview Secondary School	\$502.00
2749736	Kristen Wong	11	Happyview Secondary School	\$282.50
2749474	Matthew McKinney	12	Happyview Secondary School	\$489.00
2357968	Sarah Connors	09	Happyview Secondary School	\$299.00

1. The Fee Summary page provides the outstanding balance for each student attached to your parent account.
2. Each student will also have their own separate tab that displays a detailed breakdown of fees on the individual accounts.
3. The total amount due for all children will appear in the CART total in the top right corner of the window.
4. Click on different Account icons to view or edit details of your parent account:
 - a. Manage Cards - if your School District offers pre-authorized payments plans, then you can add and edit credit card information here.
 - b. My Orders - view past payments on your account.

Understanding the Student Account tab

The screenshot displays the 'Student Account' interface for Matthew McKinney. At the top, there are navigation tabs for 'Summary', 'Jan', 'Kristian', and 'Matthew' (highlighted with a red box and a green circle '1'). To the right are icons for 'Edit Settings', 'Students', and 'My Orders'. Below the tabs is a summary bar for 'Matthew McKinney' (ID: 2749474, Grade: 12) with columns for 'SCHOOL FEES' (\$289.00), 'ADDITIONAL ITEMS' (\$0.00), and 'TOTAL DUE' (\$289.00). A yellow banner (2) contains a note: 'School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12.' Below this is a section for 'School Fees Due Now' (3) with tabs for 'Future Charges' and 'Paid'. A 'Print Statement' link and an 'Add ALL to Cart' button are also present. A table lists various fees with their amounts, due dates, and 'Add to Cart' buttons (4). The 'Total Due' is \$489.00. At the bottom, the 'Additional Items' section (5) shows 'New Items' and two optional fees: 'Non Hour Supervision Fee' (2013/2014) and 'Yearbook Fee' (2013/2014).

	Amount	Due Date	Action
School Damage Deposit	\$75.00	16-Apr-2012	In Cart
Hot Lunch Program	\$75.00	27-Apr-2012	Add to Cart
Registration Fee	\$45.00	27-Sep-2012	In Cart
Biology 12 - Lab Fee	\$15.00	25-Oct-2012	In Cart
Student Leadership Fee	\$10.00	23-Oct-2012	In Cart
Lock Fee	\$5.00	23-Oct-2012	In Cart
Graduation Fee	\$125.00	8-Nov-2012	Add to Cart
Technology Fee	\$75.00	14-May-2013	In Cart
Student Agenda	\$9.00	23-May-2013	In Cart
Learning Resource Fee	\$55.00	21-Aug-2013	In Cart

1. Click on each tab to review individual student fees.
2. Any notes from the school or district will appear in yellow at the top of the screen.
3. The default view is School Fees Due Now, but you can also view Future Charges and past Paid.
4. All mandatory school fees will already have been added to the shopping cart, you have the option of changing which fees are in the cart.
5. At the bottom of the window is a section called Additional Items, which are optional fees that can be added to a shopping cart. These fees are not included in a student's outstanding balance until added to the cart.

Printing Student Account Statements

You can print and save student account statements to your computer for any child attached to your parent account.

The screenshot shows the Happyview School District parent portal. The main navigation bar includes 'Summary', 'Kids/Link', 'Admin', and 'Asher' (highlighted with a red box and a green circle '1'). Below this, the student's name 'Asher Green' and grade '3' are displayed. A summary box shows 'SCHOOL FEES \$79.62', 'ADDITIONAL ITEMS \$0.00', and 'TOTAL DUE \$79.62'. A 'Print Statement' link is highlighted with a red box and a green circle '2', with a green arrow pointing to a pop-up window. The pop-up window shows the 'Student Account Summary' for 'Orchard Park Elementary (Data)'. At the bottom of the pop-up, a toolbar is highlighted with a red box and a green circle '4', containing a print icon and other navigation controls.

School Fees	Due Now	Status
Homeroom 4 - Consumable Cost	\$29.58	In Cart
Homeroom 4 - Material Cost	\$7.60	In Cart
Homeroom 4 - Textbook Rents	\$42.11	In Cart
Total Due:	\$79.62	

1. Navigate to the appropriate student tab.
2. Click on the Print Statement link.
3. The student account statement will pop-up in another window.
4. Print or save the statement to your computer.

Printing Payment Receipts

You can print and save payment receipts from the online payment website.

The screenshot shows the Happyview School District online payment website. At the top, there is a navigation bar with the school district name and a shopping cart icon showing a total of \$341.43. Below the cart are buttons for 'View Cart' and 'Checkout'. A green circle with the number '1' highlights the 'My Orders' icon in the top right corner. Below the navigation bar, there is a 'Summary' tab and a list of users: Olivia, James, and Louie. The main content area is titled 'Payment History' and contains a table with columns for 'Date' and 'Receipt'. A red box highlights the 'Receipt' column. A green circle with the number '2' and an arrow points to the 'Receipt' link in the fourth row of the table. An inset window shows a sample receipt for Montreal Middle School (Beta) for a payment of \$1000.00 on 8/27/2013.

Date	Receipt
8/27/2013 12:43:22 PM	h School ***2486 Receipt
8/27/2013 12:43:22 PM	School ***2486 Receipt
8/27/2013 12:43:22 PM	School ***2486 Receipt
9/19/2013 10:05:05 AM	School ***2486 Receipt
9/25/2013 9:12:19 AM	School 732 Receipt

1. Click on the My Orders icon.

2. In the Payment History window, select Receipt in the far-right column to save or print the desired payment receipt.

Viewing the Cart

After you have added all fees to your shopping cart, click on View Cart in the top right-hand corner of the screen to review your cart. You may remove items from your cart by clicking the remove button next to a fee and your Student Total will adjust accordingly. Once you are ready to make payment, click on the Pay Now button.

Cart Total: \$333.25

Pay Now

Stephanie Rodriguez

Due Pay

2014/2015

General Fees		\$124.00
Graduation Fee	\$50.00	\$50.00
Learning Resource Fee	\$55.00	\$55.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00
Individual Assessments		\$75.00
Football Uniform	\$70.00	\$70.00
Lock Fee	\$5.00	\$5.00

remove
remove
remove
remove
remove
remove

Student Payment: 199.00

Update Cart

Alex Town

Due Pay

2014/2015

Course Fees		\$70.25
Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$14.50
Instrument Rental	\$20.00	\$20.00
Math 10 Textbook Rental - 82	\$15.75	\$15.75
General Fees		\$64.00
Registration Fee	\$45.00	\$45.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00

remove
remove
remove
remove
remove
remove
remove

Student Payment: 134.25

Update Cart

Payment Amount: \$333.25

Sub Total: \$333.25

Total Payment: \$333.25



Pay Now

Making a Partial Payment

You can choose to pay for a portion of school fees if you do not wish to pay the full amount.

When viewing your cart total, you can delete the amount in the green Student Payment box for each student, and change it to another amount.

Cart Total: \$155.25 [Pay Now](#)

Alex Town

	Due	Pay	
2014/2015			
Course Fees		\$70.25	
Biology 11 - Lab Fee	\$15.00	\$15.00	remove
French Workbook 10	\$14.50	\$14.50	remove
Instrument Rental	\$25.00	\$25.00	remove
Math 10 Textbook Rental - S2	\$15.75	\$15.75	remove
General Fees		\$85.00	
Activity Card	\$5.00	\$5.00	remove
Student Activity Fee	\$70.00	\$70.00	remove
Student Leadership Fee	\$10.00	\$10.00	remove
Student Payment:		100.00	Update Cart
Payment Amount:		\$155.25	
Sub Total: \$155.25			
Total Payment: \$155.25			
Pay Now			

- Click on the Update Cart button to update your total payment amount. Payments will be applied to fees based on a priority ranking system determined by the School District.
- Click on the Pay Now button when ready to provide payment.

Checking Out

After reviewing each student tab, click the Checkout button in the top right-hand corner of the window to pay for school fees. If you are viewing fees from the Cart, click the Pay Now button to checkout.

Enter Payment Details

Once you are brought to the Payment Details page, select your Payment Type:

- Credit Card
- Interac Online

Payment Details

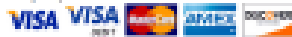
Choose Payment Type:

[Manage Saved Cards](#)

Credit Card

INTERAC® Online

Pay by Credit Card



Cardholder Name

Credit Card Number

Expiration Date /

CVD (# on back of card)

Payment Amount: **\$300.00 US**

[Cancel](#)

[Submit Payment](#)

Stephanie Rodriguez

Due Pay

2014/2015

General Fees		\$199.00
Graduation Fee	\$50.00	\$50.00
Learning Resource Fee	\$55.00	\$55.00
September - Hot Lunch Program	\$29.00	\$29.00
Dr. Registration Fee	\$55.00	\$55.00
Student Leadership Fee	\$10.00	\$10.00
Individual Assessments		\$30.00
Lock Fee	\$5.00	\$5.00
Student Total: \$300.00		

Alex Town

Due Pay

2014/2015

Course Fees		\$49.00
Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$9.00
Instrument Rental	\$25.00	\$25.00
Math 10 Textbook Rental - 52	\$15.75	\$9.00
General Fees		\$60.00
Activity Card	\$5.00	\$5.00
Student Activity Fee	\$70.00	\$50.00
Student Leadership Fee	\$10.00	\$10.00
Student Total: \$100.00		
Payment Amount: \$300.00		

Credit Card Payments

Parkland School Division accepts Visa, MasterCard and American Express credit cards.

Pay by Credit Card



Cardholder Name

Credit Card Number

Expiration Date

 /

CVD (# on back of card)

Payment Amount:

\$788.00 CDN

Cancel

Submit Payment

Interac Online Payments

When you are ready to checkout, you can select the Interac Online payment type. After clicking on the Submit Payment button, you must then choose a Financial Institution. Once you click on your Financial Institution, you will be brought to their online banking page and must log in to your bank with your regular online banking username and password.

FRANCAIS

PAYMENT DETAILS

Interac
Online

PAY TO SCHOOL DISTRICT NAME
INVOICE NO 60071557
AMOUNT \$75.00 CAD

Click to choose your Financial Institution:

BMO Bank of Montreal **RBC** Royal Bank **Scotiabank**
Canada Trust

To cancel and return to School District Online Payments Page

CANCEL

service (the "Service"). Atlysio does not charge any fees to cardholders for the use of the Service. Atlysio does not control and is not responsible or liable for any exchange rates or currency conversion rates. Additional service fees, currency conversion fees or other fees may apply and may be charged by your financial institution. Please contact your financial institution for additional details.

PRIVACY

If you do not bank with one of the financial institutions below, you will not be able to pay with Interac Online. Please note that Interac Online acceptance is determined by individual financial institutions and NOT by the School District, Rycor Software or Moneris.

