

MEDINA CITY SCHOOLS

PAYMENT OPTIONS FOR SCHOOL FEES

Payment of school fees can be made by **cash** or **check** at each individual school. For your convenience you may also pay online by **ACH Check** or **Credit Card** through the PaySchools system. You will be charged a small fee if you use the PaySchools system per transaction.

Food Service Deposits

School Fees and All Other Non-Food Service Payments

Transaction Amount	Associated Fee	Transaction Amount	Associated Fee
\$ 0.00 - \$24.99	\$1.65	Any	4.5%
\$25.00 - \$49.99	\$2.00		
\$50.00 – or more	4.5%		

For your convenience, you can make partial payments for school fees on PaySchools.

PaySchools

This is available for payment of lunch and school fees.

How to Sign Up:

Log On to www.payschoolscentral.com and select the “Register” option from the menu. The screens will guide you through the process to establish your account:

1. You will be prompted to enter your contact data, password, payment information, etc.
2. You will need to indicate which student(s) to attach to your account by entering their student identification numbers. Students are already loaded in the PaySchools system. If you are unsure of your student’s ID number, please contact the building secretary where the student attends.

Once all the information is entered, PaySchools will email a validation code for you to confirm the registration. Once confirmed, you can begin using PaySchools. Each time you log in, school messages and the balance(s) of your student(s) on your account are displayed on the *Home Page*. Please visit the “*My Account*” menu option to set up preferences for your email options when your account is established.

How to Get Help

Log In instructions can be found on the PaySchools website.

Under the “How Do I” tab, there are detailed instructions for your reference. *Information (FAQ)* and a *Contact Us* feature are available to you. PaySchools phone support is available for assistance (see website under “Contact Us”).

Questions? Please contact the Medina City Schools Treasurer’s office

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