# **Payment Plan Sign-Up Instructions**

**Please Note:**

**Debit/Credit Card Payment Plan for 2025-26 is available for registration now!**

**Payment Plan is available only for the $1,550 fee, not the $250 non-refundable deposit.**

1. Log onto your Parent PowerSchool account and select Student Fees in the top left corner.

Text

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1. Click on the cart icon in the top right corner of the screen.



1. On the Checkout page, click **Payment Plan** under Payment Options.  
   A screen shot of a payment plan

   AI-generated content may be incorrect.
2. In the next window, add a debit or credit card (Visa or Mastercard) to the account as the payment method for the plan by clicking **Manage Saved Card.**

A screenshot of a credit card

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1. Enter your card details and click **Add Method**. Please note that if you have multiple cards saved, there is no priority selection in the card selected to process a payment. We recommend using a single card in your account if you prefer to have a specific card charged.

**\*\*\*If your card is expiring during the payment plan, or the saved card unexpectantly becomes inactive, you will need to enter the new / replacement card information and delete out the expired / inactive card information at that time, otherwise instalment payments will no longer be processed.\*\*\***

Graphical user interface, application

Description automatically generated

1. Review the details and instalments, then finally click **Create Plan** to confirm.

Payments of $155 will then be charged to the card on file on each of the listed dates.

A screenshot of a computer screen

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