



ON-LINE PAYMENT INSTRUCTIONS

Once you have applied and have been accepted, you will begin receiving monthly tuition statements from CA's business office. An estimate of the amount due at registration will be sent in mid-July and regular monthly statements will begin in August after school has started. Statements for mid-year enrollment will be handled individually.

Many of our families prefer to make online tuition payments over monthly checks, which are also an acceptable form of payment. Online payments can begin as soon as you are accepted to prepare for the financial commitment on registration day. (Registration day is in early August, a few days prior to the first day of school).

Online payments may be made for tuition and selected miscellaneous school fees.

How to pay online:

1. Go to www.collegedaleacademy.com
2. Click the "Pay Online" option in the upper left corner.
3. Click the option "First Time Users" to create your account.
4. Enter your e-mail address and a password.
5. Check your e-mail and find the link to verify your new account.
6. Enter your student's name and "sub-account"/Student ID number from your statement (you can also obtain their Student ID# from the Business Office. Do not use "Account" #134100).
7. Proceed to make your payment. Enter the exact amount you would like to pay per student.
8. Choose your payment type - Electronic Check (*preferred payment because it only costs the school 20 cents per transaction, no matter how large the amount*), Debit or Credit Card.
9. Enter all your Banking or Credit Card information and Confirm.
10. Verify and Submit.

*Note: While your balance is not available on this platform, it is detailed in the monthly statement you will receive. For any other questions regarding charges or credits on your statement please contact the business office – 423.396.2124 x5010 or cperry@collegedaleacademy.com