



GULF COAST BANK

EDUCATION SERVICES

Customer Service Contact Info – 8am – 5pm Monday-Friday
504-544-6370 / 1-855-335-2068 or email tuition@gulfbank.com

St. Charles Catholic High School
2023-24 School Year
Tuition Portal Website Guide

First Step:

Visit our website <https://tuition.gulfbank.com> to register your user-name (email address) and password.

- First time users click “sign-up” to create your tuition management account
- Already registered users simply login by using your email address and password
- Tuition Loan borrowers only will need their Driver’s License or State ID # along with their SSN# to complete the process.

A. Once registered and you are at the “welcome” page:

- Click “Add a New School” – (to get the school to pop up quickly – type “Charles”)
- Click the “school name” as it populates

B. Select which form of payment options you are making:

- Additional Purchases – (Registration Fees due by March 17, 2023)
- Tuition and Fees for 2023-24
 - This selection allows you to finance 100% of tuition and allowed fees and/or partially pay and finance the remaining balance.

Pay Registration Fee online:

1. Click “Additional Purchases” button
2. In the section provided “Specify Student(s) names this purchase is referencing” (first and last)
3. Select the fee that applies to your student(s) and follow the instructions noted
4. Click “Save & Continue”
5. Invoice confirmation page will populate for you to confirm your choices are correct – click Continue
6. Choose your payment option – Pay by E-Check or Pay by Credit Card and complete the required information to proceed with your payment – click “submit” and/or “save & continue”
 - E-Check Payments – No fee applies
 - Credit Card Payments – 3% convenience fee applies
7. Receipt of payment will be sent via email to clarify completion

Pay Tuition & Fees online (and/or with a loan) – All non-loan tuition and fee payments are due by June 26, 2023:

1. After paying the Registration Fee, Select the “Tuition and Fees for 2023-24” option **OR**
2. If you just paid your registration fee and want to proceed to the loan process, click “Dashboard” at the top right of the session. Click “Add a School” and Click “Tuition & Fees 2023-24” (Red button)
3. You will be directed to the page “Students Attending for 2023-24” – click “Add a Student” – a box will pop up - complete the required fields. Click “Add a Student” then click Continue
4. Select the tuition and fees that apply to your family and click “save & continue” – NOTE: if provided - be sure to answer any other required questions within that selection
5. Tuition and Fee invoice will populate next for you to verify – click “continue” if you want to proceed
6. Manage payment options – select how you want to choose your method of payment in the box on the right. Follow the directions noted on screen before proceeding with your selection.
 - a. Pay by E-Check and/or Credit Card allows you to pay in full and/or make a partial payment and finance the difference. Click the option that applies – A designated box will pop up on screen for you to input the amount you want to apply. Once all designated payment options are chosen and you have \$0 left to assign click “Save & Continue”.

b. Next – you will be directed to the screens to complete the payment process.

i. Pay tuition in full Option

CHOOSE YOUR PAYMENT OPTIONS ⓘ

Plan Eligible: _____ \$
Due by _____

+ Pay By Loan Plan

+ Pay By E-Check

+ Pay By Credit Card

School imposes a surcharge of 3.0% on the transaction amount on Visa, MasterCard and Discover credit card products, which is not greater than our cost of acceptance.

HOW TO MANAGE PAYMENT OPTIONS

Click the ⓘ "plus icon" next to the desired payment option to manage your tuition payments.

Click the ⓘ "minus icon" to delete selected payment option: your tuition payment.

1. Pay by E-Check (One Time Bank Draft)

- Complete the required information and check the box "I have read and agree to the terms..... and then click "Save & Continue"
- Click Confirm and Complete your Payment
- You will receive an email clarifying payment was successful

2. Pay by Credit Card

- This option confirms the "Surcharge" (3% Convenience Fee) – if you agree to the fee simply complete the required fields to process. Click Confirm and Complete Your Payment - you will receive an email clarifying payment was successful.
- If you decide not to pay by credit card due to the Surcharge amount – simply click "Manage Payment Options" to change your option.
 - You will revert to the "Manage Payment Options" screen – to remove the selection follow the directions in the box "Choose your Payment Options"

ii. Loan Option – Finance entire balance owed

- Complete all the required fields related to your personal information
- If the billing address is different – de-select the "Same as Home Address" box to complete the applicable fields.
- Monthly Recurring E-check payments (Bank Draft)
 - Follow the directions of school for this option. Automatic payment options available with due dates of either the 1st or 15th. A \$25 fee will be assessed for any return payments.
- Statement Delivery Method – option to choose online paperless or mailed statement
- Scroll further to review the loan details
- Next – you will be directed to agree and acknowledge the required loan disclosures. Check each box acknowledging your agreement upon review then click Save & Continue.
 - E-Signature Agreement
 - Loan Terms
 - E-Check Loan Payment Terms
- Confirm the terms detailed in the next screen and click "Confirm and Complete Payments"
- You will receive an email clarifying your completion.

iii. Partial payment and finance difference Option

- If you selected to pay by using 2 options, you will be directed to the screens noted above in Section 6b – i and section 6b - ii to complete the process and "confirm and complete payments".

Navigation Points

- ✓ Use the "back" arrow button at the top left if you need to go to a previous page.
- ✓ Select "Help/Contact" at the top right of the screen to email us a question – we will respond back to you during regular working hours of 8am – 5pm.
- ✓ Click the "drop down" by Welcome at the top right to either log out and/or edit your account credentials.
- ✓ Click the "Dashboard" to review your account balance, transaction history and to make payments online.

Contact us with any questions at:

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