

FIRST BANK AND TRUST TUITION ONLINE PAYMENT WEBSITE INSTRUCTIONS
St. Charles Catholic High School – 2021-2022 School Year
HELP LINE: (504) 584-5967 or 1-877-426-2376

WHAT YOU WILL NEED TO GET STARTED:

Email Address (Your email address is used to create your login on the website)
Applicant's Driver's License or State ID number (ONLY if you are choosing the financing option)
Applicant's Social Security number (ONLY if you are choosing the financing option)

WEBSITE SIGN-UP FOR FIRST TIME USERS:

Visit the website located at <https://tuitionportal.fbtonline.com> and click "I Want to Register". Complete the form, then read and accept the User Agreement. Click the "Register" button at the bottom to complete the sign-up process.

IF YOU ARE ALREADY REGISTERED ON THE SITE:

Enter your email address and password and click the "[Login](#)" button. Once you are logged in and on your Dashboard, you will be on the "**Summary Tab**" of the Dashboard.

FROM THE "SUMMARY TAB", YOU WILL HAVE THE FOLLOWING PAYMENT OPTIONS:

- **PAY REGISTRATION (Beginning March 1, 2021 and due by March 17, 2021)**
- **PAY TUITION AND FEES IN FULL (or in part with intent to pay balance in full by deadline – pay Option 1)**
- **FINANCE 100% of TUITION AND FEES WITH FBT TUITION LOAN (pay Option 2)**
- **PARTIALLY PAY AND FINANCE BALANCE OF TUITION AND FEES WITH FBT LOAN**

PAY REGISTRATION FEE (Due by March 17th)

Step 1 - From the "**Summary Tab**" on your Dashboard, scroll down to the "**Tasks**" section and click on the hyperlink that reads, "[You have students who are not yet enrolled. Enroll them now](#)". This is referring to your student's enrollment on the FBT website, not the official enrollment with your school.

Step 2 - The next screen will display your student's name (if already registered on the FBT website) and you will then click on the hyperlink "[New Registration for this Student](#)". If your student is **not** registered on the site, you will input your student's information here.

Step 3 - On the next screen, click on the dropdown box and select "[St. Charles Catholic High School](#)" from the list, and click "[Next](#)".

Step 4 – On the next screen, click on the dropdown box and select the grade your student is entering for the 2021-2022 school year and click "[Next](#)".

Step 5 – On the next screen, click on the red box "[Register for School](#)" and leave the Student Identification box blank.

Step 6 – Your "**Shopping Cart**" is displayed on this screen with an itemized list of tuition and fees for your student. Click "[Save and Continue to Payment](#)" and proceed to your "**Order**".

Step 7 – To pay your **Registration Fee** only, scroll down on the Order page to the payment options (bank draft, credit or debit card) and select your preferred payment method. On the payment screen, enter the registration amount for your student(s) and proceed to complete and submit your payment. If you choose to pay with a one-time bank draft, there is no

fee for the transaction. If you use a debit or credit card, there is a 2.99% processing fee added to the amount paid. You must have paid the full amount by **March 17, 2021**. When you are ready to pay or finance your tuition and fees, you may return to your Order by clicking on the message from your dashboard that reads, "[You have an Incomplete Order. View Order Now](#)".

PAY TUITION & FEES IN FULL (or in part with intent to fully pay by deadline –SCC payment Option 1)

Complete Steps 1 thru 6, and from your "**Order**" select your preferred payment method and proceed to complete and submit your payment. You must have paid the full amount by the deadline, **July 12, 2021**.

FINANCE 100% OF TUITION & FEES WITH FBT LOAN (SCC payment Option 2)

Complete Steps 1 thru 6, and from your "**Order**" choose and click on the "[Finance Up to \\$](#)" box and proceed to complete the loan application page. Once your application has been submitted, you will receive a confirmation message and you may return to your dashboard to log out of the website. You will not be eligible for the standard 10 month loan term for applications completed after **June 9, 2021**.

PARTIALLY PAY AND FINANCE BALANCE OF TUITION & FEES WITH TUITION LOAN (SCC payment Option 3)

Complete Steps 1 thru 6, as described above for financing 100% of tuition. On the loan application screen you will change the loan amount to the amount you wish to finance. After submitting your application, click on "[Return to your Order](#)" and you will see the remaining amount listed as "**Unpaid**". Choose a desired form of payment other than a loan to pay the remaining balance. You must pay the unpaid balance by **June 9, 2021** to be approved for the standard 10 month term loan.

GENERAL SITE NAVIGATION

You may always return to the dashboard by clicking on "**Dashboard**" on the top left corner of the screen. You may also return to the previous page at any time by clicking the back arrow icon on the top left of the screen. When you are ready to log out of the website, select the drop down arrow on the top right of the screen near your name.

TUITION CREDITS RECEIVED AFTER ORDER IS COMPLETED

If your student is awarded any scholarship or tuition assistance from any source after your order is complete, your order amount (and your loan amount if applicable) will be adjusted to reflect the credit. If account was fully paid, SCC will issue you a refund.