

# **SCHOOL FEE PAYMENT INSTRUCTIONS**

2024–2025 School Year  
St. Joseph School, Westphalia

There are two options for paying the different fees that are due throughout the year:

## **1. Paying with a check**

If you pay your fees with checks, Mrs. Helton will enter the information into our system. When she has entered the fees, an email will be sent that will inform you of your remaining balance for the fee you made the payment on. You will receive an email every time you make a payment after it has been posted on our system. (It is recommended to keep or print these emails so you can refer to your balance when making future payments.)

## **2. Paying online using Flocknote**

If you pay your fees using Flocknote, Mrs. Helton will enter the information provided from Flocknote to update your fees and an email will be sent that will inform you of your remaining balance for the fee you made the payment on. You will receive an email every time you make a payment for the designated fee after it has been posted on our system. (It is recommended to keep or print these emails so you can refer to your balance when making future payments.)

Instructions for paying through Flocknote:

Go to: <http://westphaliafolk.flocknote.com/fundit/give>, choose the School Fee that you would like to make a payment on and follow the instructions;

or go to <http://www.stjosephwestphalia.org/fees-policies-and-forms.html> and click on the Pay School Fees Online button.

You will have ability to create an account in Flocknote if you would like. If you already have an account with Flocknote, it may merge your account with your existing information.

Mrs. Helton will be checking Flocknote payments once a week. When the payment has been posted to our system, you will then receive an email with the remaining balance.

Thank you!