Our Website

1. Go to our school website: https://www.tranquilityschool.com/
2. From the website click on **Resources** and then **Parents** or click on this link:
   https://www.tranquilityschool.com/resources/resourcesparents
3. Click on the Pay Online Icon

Adventist School Pay – New Accounts

1. Verify that the name of our School and the Principal is at the right of the webpage.

   a. If this is your first time to this site, click on the "*First-time users click here to register*". Otherwise, enter your "Email Address" and "Password" and proceed to Step 3.

   b. Enter each field and click "Register".

c. You will receive an email in the account entered above with instructions about setting your secure password and to activate the account. Click on the link included in the email to activate the account.

d. Create a password using at least 7 characters using at least one special character (such as *&^%$#@!~.,/?) in the password.

e. Click "*Create Password and Activate Account*".

Adventist School Pay – Returning Parents

1. Log in and click on "*Add New Account/Student*" if your student name is not already present.

   a. Enter Student First and Last Name. An account number is not needed, then click on "*Save"*.

   b. Click on "*Done: Specify Amount(s)*"

c. In the above screen enter the amount that you wish to pay to the student in your account. You can also make payments and donations to other accounts.

d. After entering the payment amount in the appropriate field, select whether the payment will be made from your Bank Checking Account (*preferred*) or via Credit Card (Visa®, Master Card® or Discover®).

e. On the next screen, you will need to enter your Name and Address as registered in the method of payment account (Bank Checking or Credit Card).

Payment Details - Step 1 of 3

Payment Information:

Note: Please use name on your debit/credit or checking account

First Name

Last Name

Address1

Address2

City

State/Province

Postal Code

Country   United States

Phone

Method of payment:
◉ Electronic Check/ACH (preferred) Why?
○ Credit/Debit Card

By checking the box below, I authorize AdventistSchoolPay.org to electronically debit the specified account for the amount of this donation.

☐ I agree:

Account type: Checking account

Routing Number

Retype Routing Number

Checking Account Number

Retype Account Number

Need help finding your routing number?

f. Once all information is entered, click on "Next".

g. A Confirm Payment Screen with show all information entered. Double-check that all information provided is accurate [note: you can also choose if you would like to have an email confirmation of payment] then click "*Confirm*" to proceed with payment.

<u>**ADVENTISTSCHOOLPAY PRIVACY POLICY**</u>

AdventistSchoolPay recognizes the sensitive nature of your personal and financial information. It is our highest priority to ensure the confidentiality of any information you provide and we take a pro-active approach and appropriate action to protect your privacy. When you entrust AdventistSchoolPay with your information, you can be certain it will be used only within our strict guidelines:

How We Protect Your Information

- We do not sell, rent, or exchange any individual personal or credit card information with any Adventist or non-Adventist organizations.

- Within AdventistSchoolPay, we safeguard your information carefully using the latest industry-standard security methods available. We use firewalls to block unauthorized access by individuals or networks and use secure transmissions such as Secure Socket Layer (SSL) to encrypt information between you and AdventistSchoolPay. As an additional safeguard, we also encrypt all backup tapes for AdventistSchoolPay.

Who Can See Your Information

In order for you to be able to pay your tuition and school fees online through AdventistSchoolPay, registration is required using a valid email address. Registration is free to anyone. Personal information and student details provided are kept confidential between you and your local school. No credit card information is stored under any circumstance and only the total amount of your payment is immediately submitted to the bank for processing. Credit card numbers and checking account details are used only for processing your payment and are not used for any other purpose.

How AdventistSchoolPay Uses Email

AdventistSchoolPay will never send emails asking for personal or account information such as passwords or credit card numbers. In most instances, we will not send you emails unless you have initiated an email dialogue with us or you have previously requested us to communicate with you in this manner.

Temporary Cookies

AdventistSchoolPay uses temporary cookies while you are logged into the site. As soon as you exit the (browser or AdventistSchoolPay site) the cookie is deleted. If you turn off cookies in your browser, AdventistSchoolPay may not be accessible.

If you have any questions about this policy, please email help@adventistschoolpay.org

What methods of payment do you accept?

- Electronic Checks (direct withdrawal from your checking account)
- Debit cards (cards with the Visa or MasterCard logos)
- Visa
- MasterCard
- Discover Network

Is my payment information secure?

As privacy and security are top priorities in this program, state-of-the-art security measures are in place. For more information, read our Privacy Policy.

Who will see my personal information?

Your password, user account, and state-of-the-art security measures protect your privacy online. Only your school treasurer will have knowledge of your payment amount, and your payment information is not shared.

How long will it take for my school to receive my tuition?

The funds are sent to the school's checking account electronically twice per month. Your payment will appear on your next statement following this deposit.

Who issues my receipt?

AdventistSchoolPay will provide confirmation that your payment has been received.

Your "receipt" for payment will appear on the next statement from the school.

Who pays the credit card transaction fees?

Your local school pays the credit card fees. You will receive full credit for the payments you send.

If you would like to reduce the fees to your school, you are encouraged to pay via electronic check.

Can I still send the school a check for my child's tuition?

Yes. AdventistSchoolPay is simply another method available to you.

Once I establish an AdventistSchoolPay account, am I always required to pay online?

No. You can use all available methods at any time.

What if I make a mistake when completing my transaction?

Contact your local school treasurer for assistance.

Is it acceptable to go into credit card debt when paying tuition?

The program does not encourage debt. The AdventistSchoolPay option is for the convenience of those who prefer to do their banking and financial transactions online.

How does my school sign up?

AdventistSchoolPay is accessible through your local school's website. To begin using AdventistSchoolPay, have your school's administrator visit our signup page.