



Making Tuition Payments

There are three different payment plans for paying tuition:

Plan A, where tuition is paid all at once on July 1, 2010.

Plan B, where tuition is paid in two installments on July 1 and November 1.

Plan C, where tuition is paid over the course of the year in 10 monthly installments.

For those who select Plan C, tuition will be billed through our external collection service, Educational Computer Systems Inc. or ECSI. This company collects student loans and private school tuition, and can be accessed by going to www.ecsi.net.

Invoices:

By mid-June, the first tuition invoice for Plan A, B and C will be sent to your home address. For those paying by **Plan A** and **Plan B**, an invoice will come from the school directly. For those paying by **Plan C**, an invoice will come from ECSI. The ECSI bill will be addressed to your child, c/o the parent's name. There has been some confusion in the past about the ECSI invoices because the exterior of the ECSI envelope does not say Waldorf School of Pittsburgh on it. This had led parents to think that the invoice was junk mail, subsequently causing them to throw the bill away! Please note that your remaining tuition balance will be shown on the invoice. If you sign up for contracted use of extended care, the charges for extended care will also be on the bill, in addition to your tuition charges.

Important numbers to identify on your invoice are:

- 1) the **PIN**: Look at the bottom left-hand corner of the invoice. You will need this PIN to access your account through the ECSI website. You can change your PIN online by accessing "Password change" under the "Account tools" menu.
- 2) the **Student ID/Account number**: Located under the date in the "Due" box in the upper right hand corner. It also can be located in the bottom left-hand corner of the invoice.
- 3) the **School Code**: Located at the bottom left-hand corner of the invoice. Our school code is **X8**.

***If you do not receive an invoice by the last week of June, please contact Laura Baker at the Business Office at 412-441-5792 x225. Always make sure that you have the correct address on file with the Business Office, so that invoices will reach you in a timely manner.

***E-bills: You may also sign up to receive your bills in your email. You must log-on to the website and select that option under the "Account Tools" menu. No paper invoice will be sent in the mail to you, but make sure your spam filter doesn't filter out the ECSI e-bill.

THANK YOU FOR KEEPING YOUR TUITION INSTALLMENT PAYMENT PLAN CURRENT.
 PLEASE REMEMBER TO INCLUDE YOUR ACCOUNT NUMBER ON EACH CHECK.
 IF YOU HAVE ANY QUESTIONS, OR NEED ASSISTANCE, PLEASE CALL ECSI AT 866-927-1438.



MAKE CHECK PAYABLE AND MAIL TO

T-3 X8 \$000000000YZF 017
 BAKER, LEO
 6939 WILLARD ST
 C/O LAURA/PAUL BAKER
 PITTSBURGH PA 15208-2838



X8 WALDORF SCHOOL OF PITTSBURGH
 AG C/O E.C.S.I
 181 MONTOUR RUN ROAD
 CORADPOLIS PA 15108-9408



TYPE-DESCRIPTION	CURRENT DUE	PAST DUE	FEES DUE	DETACH AND RETURN WITH CHECK			AMOUNT	PRINCIPAL BALANCE	FEES PAID
				AMOUNT DUE	TO PAY IN FULL	TERM			
LFR08A LITTLE FRIENDS 08-	800.00			800.00	800.00		800.00	800.00	
PIN: XXXXXX TOTAL	800.00			800.00	800.00		800.00	800.00	
LAST PAYMENT MADE: NONE									
SCHOOL CODE: X8 STUDENT ID: 85809XXXX BAKER, LEO ECSI (866)927-1438 FAX (866)291-5384									
STUDENT NAME: BAKER, LEO									

Use the Pin Number above to check your account on the web at WWW.ECSI.NET.

Logging on to the Website:

ECSI's website is www.ecsi.net. In order to access your account on the ECSI website, you will need to enter the school code, the account number and the PIN. Once you have logged in, you will be asked to verify your current contact information and supply the *parent's* date of birth.

Payments:

Tuition is due on the first of every month. If a payment is made after the 5th of the month, a late fee of \$25 will be assessed against your account. Monthly payments can be made to ECSI in a variety of ways.

1) **Check:** Return your check payment with the invoice to ECSI at the following address: Waldorf School of Pittsburgh, c/o ECSI, 181 Montour Run Road, Coraopolis, PA 15108-9408.

2) **Credit card:** You must log-on to your account for each payment to enter your credit card information. There is a payment processing fee of \$1.00 for each credit card payment.

3) **Instant e-check:** You must log-on to your account for each payment to enter your bank account information. For this type of payment your bank account will be debited. You will need to supply the bank routing number and the account number. There is a payment processing fee of \$1.00 for each instant e-check.

4) **Direct payment (scheduled ACH):** You must log-on to your account online to set up an automatic recurring payment. This feature allows you to set up an automatic payment to be sent to pay your tuition account every month. If you are paying for extended care every month, the charges for the extended care will vary every month. This will make it difficult to set up an automatic payment to cover tuition and extended care because the charges for extended care will be different every month. If you would like to schedule an automatic payment that covers the combined cost of extended care and tuition, please contact the Business Office to set this up.

After logging in, select “Direct Payment” from the menu, and then select “Make a direct payment.” Provide the bank account information, and then select the date of payment for the 1st of each month. Then indicate that the payment should be made for 10 months. Submit and then print a copy of the direct payment schedule for your records.

Customer Service

ECSI representatives are available to help you with your invoice and your account. However, it is important to let the Business Office at the school know if you are experiencing any difficulties with your account. Please contact Laura Baker by email at lbaker@waldorfpittsburgh.org or at 412-441-5792 x225 if you should have any questions or concerns about your tuition account.

You can contact ECSI through the following:

1) Phone: 866-927-1438

2) Email: webcservice@ecsi.net

3) Live Customer Service: log on to the website and select “Live customer service” under the “Customer Service” menu