Set Up Recurring Payments for the school-year, please see screenshots below to reference once you log into your parent account.

1. Select "your student" button

Who are you shopping for?

ASHLAND RIDGE ELEMENTARY	Grade 03

2. Select "*Manage Recurring BASP Tuition Payments*" button under the *OTHER* option

Featured

MEAL PAYMENT
Reminder: You can set low balance reminders and view purchases and balance information at www.SchoolCafe.com. Please note: It takes a minimum of 30 minutes (and can be longer) for your online payment(s) in TouchBase to sync with School Café in order to see that updated meal balance(s) there. Then, the meal balance(s) reflected in TouchBase will update by end of day.

0.00	Buy

Shop

Items At Student's School incl. One-Time Meal Payment

Pay B/ASP Tuition

Pay Fines/Fees

Reports

Purchase History

Reprint Receipts

Unpaid Fines/Fees

Account History

Other

Manage Recurring Meal Payments

Manage Recurring BASP Tuition Payments

3. Click the "*ADD*" button
4. Select B/ASP Tuition Payment from the *ITEM* drop-down menu, enter the amount you want processed each month
5. *START DATE* – this should be <u>on</u> the due date <u>or before</u> the tuition due date
6. *END DATE* – Must be AFTER the start date, not on or before (i.e. – if your start date is the August 3rd, your end date should be May 4th)
7. PAYMENT INFORMATION – The card or account that will be processed each month, expiration date, your street address and zip code.
8. Please remember to select the <u>*SAVE*</u> button
9. Your payment setup will show underneath the "*Add*" and "*Item*" button if you successfully set this option up.

Recurring Deposits for

Add	Delete

Item	Amount

Deposit Information

Item	B/ASP Tuition Payment
Amount	Amount
Frequency	Weekly ▾
	Weekly
Start Date	Every Two Weeks
	Twice Every Month
	Every Four Weeks
End Date	Monthly
	Quarterly
Payment Information	Twice Every Year
	Yearly
Credit Card #	Credit Card #
	VISA MasterCard AMERICAN EXPRESS
Expiration	▾ ▾
Street Address	Street Address
Zip Code	Zip Code
	Save