

Principia School PrinBill Guide (PreK-12)

PrinBill is Principia's online billing and bill payment service. Monthly Billing Statements (eBills) can be viewed online. Payments can be made electronically using secure online access electronically from a U.S. checking or savings account or by credit card.

PrinBill Guide Sections:

- Authorized User E-mail Login – Parent Access
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Authorized User E-mail Login—Parent Access

For parents of students attending The Principia School, a personal secure Authorized User E-mail login is provided which will give you access to your child's PrinBill account. The parent's e-mail address on file will become the Authorized User E-mail login ID for accessing billing information. To log in as an Authorized User go to the www.PrinBill.com home page and click on the "Authorized User Login" button.

If there are other friends or family members who would like access to view bills or pay online, please send an e-mail to PrinBill@Principia.edu. The e-mail needs to be from a parent or guardian and contain the student's name and the e-mail address of the new Authorized User. An e-mail notification containing the temporary password will be sent to the new Authorized User.

If you have more than one child attending Principia, your Authorized User E-mail login will give you access to all of their accounts. To access multiple student accounts without logging out and back in to PrinBill, choose "Select Student" tab at the top of the Student Account Home page.

Monthly Billing Statements (eBills)

Billing statements are generated on the last business day of each month. You must view the eBill online at www.PrinBill.com by selecting the eBill tab at the top of the Student Account Home page. The most recent monthly billing statement will appear in a pop up window. Up to 18 months of prior monthly statements are also available in the drop down menu next to the "Select the statement to view" field.

Payment Methods

Available payment methods include electronic bank withdrawals (ACH debits), credit cards (Visa, MasterCard, Discover and American Express), or checks. Credit card payments incur a convenience fee of 2.75% (\$3.00 minimum per transaction). There are no fees for paying by electronic ACH, and this is Principia's preferred payment method.

Check payments should be mailed to the following address:

The Principia - Attn: Cashier
13201 Clayton Road
St. Louis, MO 63131-1002

Monthly Installment Payment Plan

School charges may be paid over ten months during the school year. There is no fee for the use of this installment plan. The payment plan starts in August, with the first installment payment due by August 26. Each subsequent payment is due by the 26th of the month. A late charge of 1% will automatically apply to accounts for payments not received by the due date.

If you do not enroll in a payment plan, the total amount due for the year must be paid by August 26. The person who will be paying the PrinBill account should enroll in the payment plan online at www.prinbill.com.

Charges added to a PrinBill account are included in the payment plan. As charges are incurred throughout the school year they will be added to the plan and spread out over the remaining months of the payment plan. **Note: New charges added to accounts during the school year will increase all remaining open monthly installment amounts. This will create larger monthly installments at the end of the payment plan.**

International Payments

Options for international payments include wire transfer, credit card, or checks payable in U.S. dollars. For wire transfer instructions and answers to any questions you have about international payments please contact Billing Services (see contact information below).

Student Cash Needs and Spending Money

For students' cash needs, including spending money, Principia provides an ATM machine near the Dining Room for cash withdrawals seven days a week. Principia does not charge a service fee or transaction fee for ATM use on campus. However, your financial institution may charge a fee depending on their policies.

Families have the following options to provide their children with cash or purchasing tools:

- debit card, credit card or stored value cards (i.e. pre-paid credit cards)
- bank account with check writing capability (may be cashed in the bookstore)
- cash (may be kept in the dorm safe)
- checks mailed directly to students (may be cashed in the bookstore)

Changing Email Addresses, Passwords or Banking Information

- To change your email address or your password, please go to the My Profile tab on the Student Account Home page. Select “Personal Profile” and make changes.
- To change your saved bank account information, please go to the My Profile tab on the Student Account Home page. Select “Payment Profile” and add new bank information with a new nickname.

Principia Billing Services

<u>Contact Person</u>	<u>Phone</u>	<u>E-mail</u>
Cheryl Carbonell	314.514.3122	Cheryl.Carbonell@Principia.edu
Milly Mensing	314.275.3554	Milly.Mensing@Principia.edu