

# Selecting & Paying Tuition

To access the tuition portal, visit the [Tuition Portal](#). We have provided a step by step walkthrough for your first student once you are in the portal.

## Paying for Next Year

To pay for next year please click the button shown below.



### Student List Description

This page shows you a list of all the students that are currently registered with the school. You can also view a list of your [future term students](#) (such as

Click on the [See more items for the student](#) link to access other pages, like account information, passwords, reports, IEP (if applicable), etc.

## Important Notes

Because the process has changed from how it was handled last year we wanted to provide a couple quick notes:

1. Some combinations of tuition options or payments are not able to be processed simultaneously. Splitting your students up across multiple entries will not impact the count of K-9 students. Encom is able to track that behind the scenes and only the first three K-9 students in your family will be charged tuition.
2. Upon proof of payment your child's curriculum funds will be made available for use with your PO# in Encom. Choosing the 10 month payment option will result in the remaining resource amounts above \$350 becoming available after the first payment is processed at the end of September.
3. We've worked to make this process as simple as we can but the reality is that there is a lot to process and select. For that reason we would strongly recommend using a computer not a phone to complete the process.

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