

FAQs – How to make partial payments

1. Sign into your online account. Click the “student name” tab.

Calgary Catholic School District

Summary Test Student Student **Student** Student

Student ID	Name	Grade	School	Due
CSSD106STUDENT	Student Student		St. Timothy School	\$0.00
CSSD110STUDENT	Student Student		St. Gabriel the Archangel School	\$0.00

2. Select the items that need to be paid then click the cart icon in upper right of screen.
Note: If you add new items at the bottom of the webpage to the cart, they cannot be partially paid. Optional items can only be paid in full.

Calgary Catholic School District

Student Student
 CSSD106STUDENT Grade:

Due Now Future Charges Paid Completed Forms

St. Timothy School

2018/2019	Fee	Paid	All Adj	Due	In Cart
Course Fees					
Art 10 3 (FNA14003-Q1)	\$30.00	-	-	\$30.00	<input checked="" type="checkbox"/>
Foods10 3cr (10FOD3-Q1)	\$75.00	-	-	\$75.00	<input type="checkbox"/>
Total:	\$105.00	\$0.00	\$0.00	\$105.00	\$30.00

New Items

- Donation for St. Timothy General
- Yearbook 2018-19
- Donation for St. Timothy Learning Commons
- Our Lady of Peace School Donation Playground
- Donation for St Benedict School - Restricted - Playground

3. Click the “partial payment” button in the pop-up screen.



Total Amount

\$30.00

Student Student

St. Timothy School

2018/2019	Due	Pay
Course Fees		
Art 10 3 (FNA14003-Q1)	\$30.00	\$30.00
Total:	\$30.00	\$30.00

Payment Options

If you are unable to make a full payment at this time, you can make a partial payment.

Partial Payment

4. Enter the amount that you want to pay in the green box (Example: If you want to pay \$5.00, enter 5.00 in the box).
5. Click the “update cart” button, then click the “return to checkout” button at the bottom of the page.

2018/2019	Due	Pay	In Cart
Course Fees			
Art 10 3 (FNA14003-Q1)	\$30.00	\$30.00	<input checked="" type="checkbox"/>
Foods10 3cr (10FOD3-Q1)	\$75.00	\$0.00	<input type="checkbox"/>
Total:	\$105.00	\$30.00	<div style="background-color: #90EE90; padding: 2px; display: inline-block;">5.00</div> <input type="button" value="Update Cart"/>

Sub Total: \$5.00


Total Payment: \$5.00


Return to Checkout

6. Enter your credit card information and click the “submit payment” button.

Payment Method

No Saved Cards on Profile
[Manage Saved Cards](#)

Credit Card


INTERAC® Online


Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date
01 (Jan) / 2019

CVD (# on back of card)

Payment Amount: \$5.00 CDN

7. If you return to your student account, you will notice the balance owing has been updated for the partial payment that was processed.