



AL BAYAN
LEARNING CENTER

TUITION PAYMENT INSTRUCTIONS

2024-2025 SCHOOL YEAR

Payment Options at Al Bayan Learning Center

To make the payment process convenient and flexible for our families, Al Bayan Learning Center offers two payment options for tuition fees. Tuition can either be paid in full annually, with a 3% discount applied, or paid monthly, due on the 1st of each month. If the latter option is chosen, payments must commence on the 1st of the month following admission or as agreed with the administration.

Accepted forms of tuition payments are:

1. Cash or Check:

- **Payment Method:** Cash or check payments must be dropped off in person to an administrator.
- **Payable To:** Al Bayan Learning Center.
- **Processing Time:** Immediate.
- **Surcharge:** None.
- **Note:** Accounts will be charged a \$30 service fee for all returned checks. Late payments will incur a \$25 late payment fee.

2. Card Payments using Alma's Parent Portal:

- **Payment Method:** Credit card payments are processed immediately.
- **Surcharge:** 2.9% due to encryption and payment processing charges.

3. ACH Credit Transfer Payments using Alma's Parent Portal:

- **Payment Method:** ACH payments are made via a bank account.
- **Processing Time:** Up to five business days.
- **Surcharge:** None.
- **Note:** No penalties are charged for late tuition payment as long as payments are initiated within the first three days of each month.

Detailed Instructions for Initiating ACH Credit Transfer Payments

1. Log into Your Parent Portal in Alma:

- Click on your student's name and select the "fees" tab.
- Click on the green "make payment" button within the portal.

FEES

Current Balance
\$250.00

Total Invoiced
\$735.00

Total Paid
\$485.00

Invoices Due Invoice Plans

Invoices Due

Oct 29 2023 69550832-0003 1 Item

\$250.00 **Make Payment** >

- Choose ACH as your preferred payment method within Alma.

FEES

Current Balance
\$250.00

Total Paid
\$485.00

Invoices Due Invoice Plans

Invoices Due

Oct 29 2023 69550832-0003 1 Item

\$250.00 **Make Payment** >

Make Payment

How would you like to pay for this invoice?

All card payments will incur a surcharge to cover payment processing fees.

Card

ACH

Cancel **Make Payment**

2. Copy the Account Number:

- The account number can be found in the invoice provided. Each student, **including siblings**, has a unique account number.

Al Bayan Learning Center

\$250.00
Due October 30, 2023 Due in 2 days

To Jane Doe
From Al Bayan Learning Center
Invoice #69550832-0004

[View invoice and payment details >](#)

Bank transfer

Bank transfers, also known as ACH payments, can take up to five business days. To pay via ACH, transfer funds using the following bank information.

Bank information

Bank name	WELLS FARGO BANK, N.A.
Routing number	121000248
Account number	0000000000000000
SWIFT code	WFBIUS6S

3. Access Your Online Banking Account:

- Log in to your online banking account using your credentials.

4. **Locate the Bill Payment or Transfer Option:**

- Find the section in your online banking account labeled "Bill Pay," "Transfers," or a similar term for payments and transfers.

5. **Add Payee or Recipient:**

- Look for an option to add a new payee or recipient and enter the following information:
 - **Payee Name:** Al Bayan Learning Center
 - **Payee Account Number:** (found in your parent portal within Alma; unique for each student)
 - **Payee Address:** 5555 Oakbrook Pkwy Unit 150, Norcross, GA 30093

6. **Verify and Confirm:**

- Review the entered details for accuracy and confirm the payee.

7. **Set Up a Recurring Payment (Recommended):**

- To ensure timely monthly payments, consider setting up a recurring payment.
- Choose the frequency (monthly) and the payment date (the first day of the month).

8. **Initiate the Payment:**

- After adding Al Bayan Learning Center as a payee and configuring the recurring payment, initiate the ACH transfer..

9. **Confirmation:**

- Upon initiating the transfer, you'll receive a confirmation receipt. Please retain this for your records.

Important Information

- Tuition fees are non-refundable and cannot be prorated based on the number of days attended.
- Parents are responsible for paying tuition for the entire 10-month academic year, regardless of the number of days their child attends school, unless withdrawal occurs.
- For students entering in the middle of the school year, parents are responsible for payments from the time of enrollment, covering the period from their enrollment month onwards until May, unless they withdraw early.
- We appreciate your timely payments and cooperation.

For any questions or further assistance, please contact the administration office at Al Bayan Learning Center.