



SERVING SCHOOLS AND FAMILIES

Making Tuition Management [Child's Play]

TADS Billing & Tuition Management system makes managing all the aspects of your families' tuition and other school related payments easy peasy, including:

- Choosing from Multiple Payment Options
- Switching Between Payment Options Throughout the Year
Automatic, Credit Card, Check, Money Order or Digital E-check
- Making Past Due Payments
- Personal Customer Care from TADS

Getting Started is Easy

CREATE ACCOUNT

1. Look for your set up code coming from TADS via email or letter.
2. Follow the web page link provided with your set up code.
3. Select **"Create a New Account"**.

The screenshot shows a web form with two input fields: 'Email' and 'Password'. Below the password field is the text 'Passwords are case-sensitive'. At the bottom of the form are three buttons: 'Login', 'Create a New Account', and 'New Account Login'. A green arrow points from the 'New Account Login' button towards the 'Create a New Account' button.

4. Enter information for new account and **"Submit"**.
Your account set up is now complete. Please continue to...

AGREEMENT SETUP

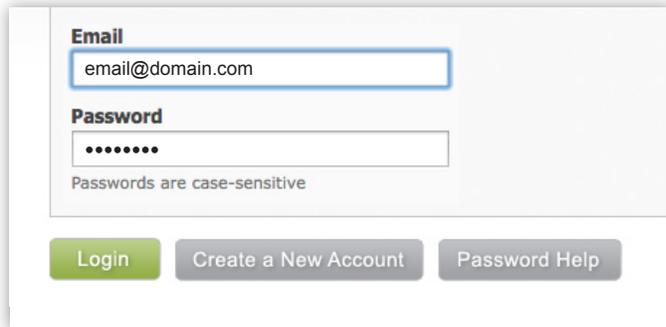
5. Go to the Agreements tab and follow the **"Click here to set up this agreement"** link for your school.
6. Review your agreement, payment and installment options. Don't forget to review and agree to the terms and conditions. Finally, select **"Submit"** to apply agreement terms. That's it! Your agreement set up is complete.



EASY ACCOUNT MANAGEMENT

To view, make payments or manage your account online;

1. Go to myTADS.com to login.
2. Select the Billing & Tuition Management login.
3. Enter your email and password then select **"Login"**.
If you can't remember your information please select "Password Help".



Home

Admissions

Enrollment

Financial Aid

Agreements

Billing

Required Documents

From your toolbar under the Agreements and Billing tabs, you can:

- View your balance and payment history
- Change/update your financial account(s) information
- Make a payment online
- Update your profile information (address, phone number, etc.)
- View your complete history with TADS
- View all upcoming invoices
- Print information for your records
- Verify changes made by the school

You can update your profile and security questions by selecting your account name link located in the upper right hand corner and then clicking either **"Edit"** or **"Change Password"**.

If you have any questions TADS can help!

Contact one of our customer service specialists at support@tads.com, or 800.477.8237 today!

TADS



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tested & designed
by schools

Tuition Agreement FAQs

Q: What is a tuition agreement?

A: The Agreement is a contract between you and the school that confirms your responsibility for the charges listed on the Agreement. The Agreement must be signed online. We recommend contacting the school directly if you have concerns regarding tuition amounts, payment methods, or entering payment information online.

Q: How much will my tuition be? What payment plans are offered? How do I sign the tuition agreement?

A: All information related to *your* tuition agreement with the school is listed within *your* individual tuition agreement. To access your agreement, you will need to click the link at the bottom of the email you receive from TADS ('Click here to setup your agreement on the TADS website). You will be redirected to TADS and asked to log in or create a new user account. Your student's charges/credits will be listed under 'New Charges' once you have opened the agreement.

Q: I am getting an error on my Agreement, why can I not submit?

A: If you are unable to submit your Agreement, please review your selections to ensure that all checkboxes have been checked, all bubbles filled, all dropdown menus selected, and all signatures signed. A common error is a missing signature field, please check your Agreement for a blue link: "Unsigned (Click to Sign)".

Q: I am responsible only for a partial amount of the tuition. How do I update my Agreement?

A: Please contact the school directly regarding adjusting your responsibility for the charges. They will update the Agreement or create a new Agreement for you to complete with just your charges.

Q: I do not see any financial aid listed on this Agreement, should I still sign it?

A: If you believe that you have received financial aid from your school, but do not see the amount listed on your Agreement, we recommend that you contact your school directly. If you do not feel comfortable signing this Agreement, we recommend that you speak to your school directly to better understand their timeline.

Q: What is a Tuition Refund Plan?

A: The Tuition Refund Plan is a form of insurance for families to protect their tuition investment in schools. The program refunds a portion of the unused annual tuition and insured fees when students are withdrawn or dismissed for covered reasons. Please contact your school directly for the specific information about their plan or insurance provider.

Billing Account FAQs

Q: There are no billing accounts listed under the Billing tab – why don't I see the billing account for my child's school?

A: This would indicate that you have not yet signed your tuition agreement. Upon completion of the tuition agreement, a billing account will be established for the respective school year, listing your current and future invoices.

Q: How can I change my due date?

A: All changes to an established billing account must be approved by the school. Please contact their office directly with any change request.

Q: How do I switch my automatic payment method?

A: You may change your automatic payment account from the settings tab in your billing account. You may also contact TADS to make changes to this payment method.

Q: I requested something to be changed on my established billing account. When will the change be made?

A: All changes to your billing account must be approved by the school before we can make any updates. If your school has approved your request, TADS will update your account and send you an email to let you know it is finished. If the request is urgent, we recommend contacting the school directly with your follow-up.

Q: Will I be charged a late fee if I do not pay on time?

A: TADS has a 5-day grace period before any late fees are charged. The grace period starts on the date your invoice is due. If we do not receive a full payment after 5 days, a late fee is assessed on your next invoice.

Q: Can I make a larger or smaller payment than what my invoice reflects?

A: Yes, when you make a payment in the Billing tab you can edit how much you will pay. Click "Make Payment" for the correct account, then enter and confirm the amount you will pay. Any overpayment will be applied to invoices from oldest to newest. Please note that if your account is on automatic payments, TADS will draft the account on file for the balance due after any applicable manual payments have been made, on the respective invoice.

Q: Can I make a payment if I have not signed my Agreement?

A: You must sign your Agreement before making payments.

Q: Can I pay before my invoice is due?

A: Yes, to make an early payment towards available charges you can click the Billing tab and click the corresponding "Make Payment" link. Please note: Payment will be applied to invoices from oldest to newest.

Q: When do automatic payments withdraw?

A: The automatic payments are sent to your bank one business day before the due date and will withdraw the next business day. Changes to your payment settings must be made prior to 11:00 a.m. Central time the business day before the due date.