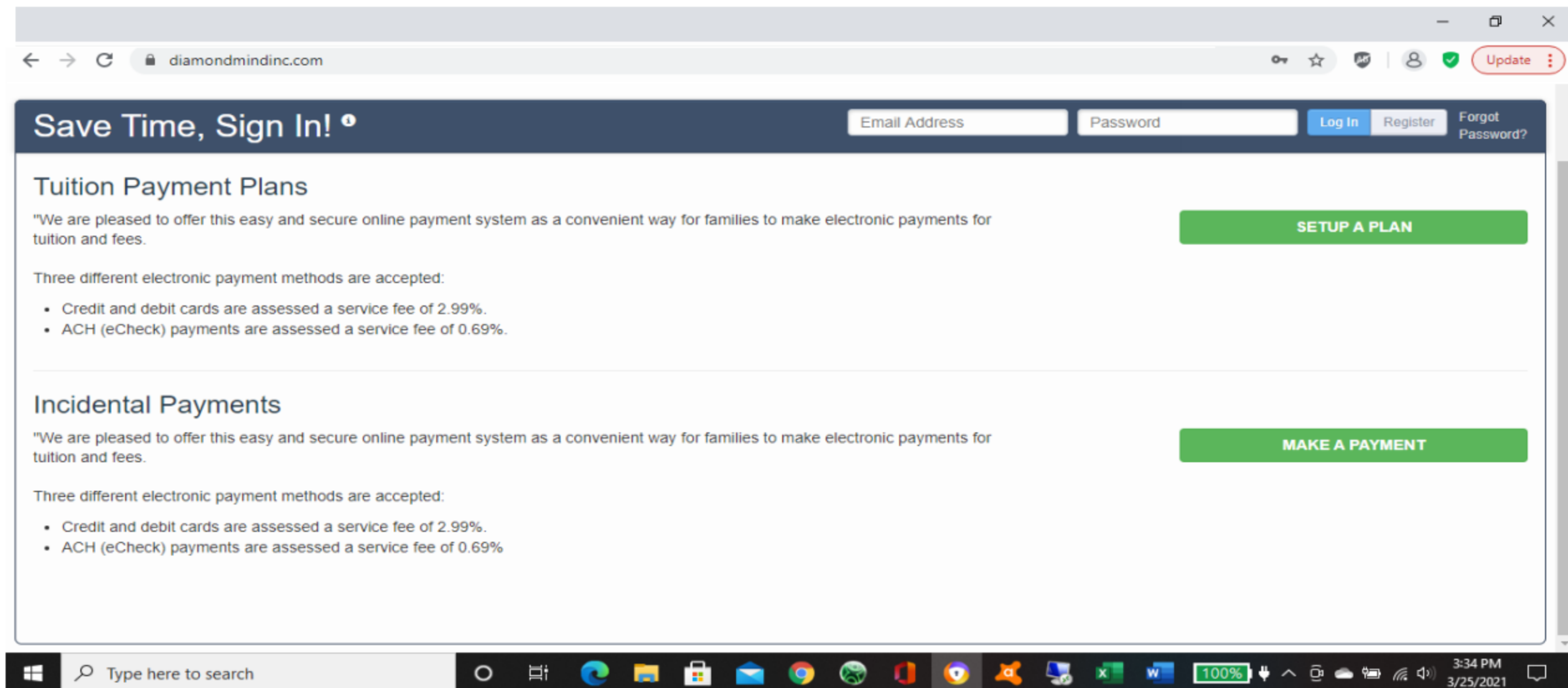


WHEN I'M READY TO MAKE A TUITION PAYMENT ONLINE, HOW DO I DO THAT?

You may make a one-time tuition payment or set up a payment plan for all of your payments at:
<https://goshenfriends.diamondmindinc.com/>



If it is your first time logging in, click on "register" (in the blue strip) to set up an account. After you have created an account, you can log in using your email address and password. You do not have to create an account to make a one-time payment, but it will save time when you make future payments.

If you would like to set up a payment plan to automatically charge or debit all of your tuition payments by credit card, debit card, or ACH transfer, select "Setup a Plan" (next to Tuition Payment Plans). You will need to set up an account to use this feature (go to "Don't have account? Create one now" under the Login button). Once you have signed in, fill in your child's name, select "tuition" as the type of payment, and enter the invoice number. Select the installment plan you selected on your enrollment form (1-pay, 2-pay, 4-pay or monthly), and type in the **Installment amount from your invoice**. The Total amount and dates will automatically populate. Click on "next" to enter your payment information. After you hit "continue", you will be able to review your payments and fees before submitting.

If you would like to make a one-time payment by credit card, debit card, or ACH transfer, select "Make a payment" (next to Incidental Payments). You may create an account or "continue as guest". Fill in your child's name, select "tuition" as the type of payment, and enter the invoice number. Enter the amount of your one-time payment and click on "next" to enter your payment information. After you hit "continue", you will be able to review your payment and fees before submitting.

Please note the following fees for online payments:

- Credit and debit card payments are assessed a service fee of 2.99%.
- ACH (eCheck) payments are assessed a service fee of 0.69%.