

**Venmo**

is used **ONLY** for session deposits and drop-in lessons as it processes faster than setting up ACH payments or receiving a mailed personal check.

**ACH**

is an automatic withdrawal from your bank. See our website for additional information. This method may be used for all payments after the initial payment.

**Checks**

may be mailed to Pinnacle Education Service's main office in Washington state. Personal checks may be used for all payments after the initial payment.

**COMMUNICATING PAYMENT CHOICE**

Once you have spoken with one of our service providers, they will provide you with a registration form. You may indicate how you would like to proceed with payments on that form. On each subsequent registration form you will confirm your payment choice.

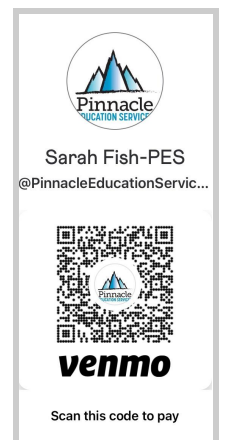
**INITIAL PAYMENT SET UP in brief**

For a complete explanation of payment info see our website: [Printable Info | PES - Washington](#)

- **VENMO:** Download the Venmo app on your cell phone. Be aware that it takes 24 hours to become active. Please submit a \$5 test payment, receive confirmation of receipt from PES and then send the remainder of your first payment. Be sure to label this transaction with: tutors name, student initials, session or month to which it applies. See image for our Venmo transaction information. Deposits and drop-ins only!
- **ACH:** To set up ACH payments we use an encrypted email app called *Preveil*. Clients set up the app and send their banking information through their regular email using the *Preveil* app. For more information contact our business administrator or visit our website.
- **PERSONAL CHECK:** These payments are made through post office mail and must arrive by the due date to avoid a late fee. We suggest mailing a full 5 days before the due date.

Payments are sent to:

Pinnacle Education Services LLC  
1941 Hawk Court  
Enumclaw, WA 98022

**PAYMENT POLICY**

For our complete payment guidelines see PES policies or our website: [Printable Info | PES - Washington](#)

- Tuition is **ALWAYS** due the first of the month, whether or not lessons occur on that date.
- If payment is not received by the end of the first, then add the late fee to your payment. \$30
- If PES receives an insufficient funds message, each additional attempt to withdraw accrues an additional fee of \$30.
- Invoice / receipt available upon request for an additional \$30 fee.
- Repeated late payments may result in termination of services.
- We do not accept cash or zelle.
- Venmo payments are reserved for new client initial payments and drop-in lessons only.