

TUITION PAYMENT PROCESS



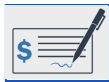
Venmo

is used **ONLY** for new client initial payments as they process faster than setting up our 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.

PAYMENT SET UP in brief

- **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.
- **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 ask your tutor 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. 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.

- 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 only.