



## Westford Partnership for Children Tuition Payment Guidelines

Westford Recreation has partnered with City Hall Systems to provide you with a convenient and more secure way to pay your WPC After School Program tuition for the 2019-2020 school year.

WPC program fees are posted to the City Hall Systems website and an invoice, reflecting your account balance, will be emailed to you within the first week of the session. It will be the responsibility of the parent/guardian to pay these bills in a timely manner, and before the session is complete.

Online payment methods are ACH (electronic checks), which are **FREE**, and credit/debit card payments, which are charged a convenience fee of **2.95% (\$1 minimum)**. The site accepts VISA, MasterCard, Discover or American Express.

We will continue to accept WPC Session registration forms by mail, email, fax, in person at the Recreation office (65 Main Street), or the drop box. You may also choose to drop off a check or pay in cash. For security purposes, all debit and credit card payments must be made using City Hall Systems.

To view your WPC balance and make a payment: go to <https://epay.cityhallsystems.com> and select **Westford** under municipality. On the left side of the webpage select Bill Type **WPC After School Program** and input your child's name and the account number. There will also be a direct link on the Parks and Rec website, ([westfordrec.com](http://westfordrec.com))

If you have any questions, such as how to use the site, create an account, or how to make a payment over the phone, you can contact City Hall Systems' call center at (508) 381-5455.

City Hall Systems will maintain the option of pay in full, and split payments. We do ask that at least 50% of the session total is paid upon receipt of the invoice, and the full amount be paid by the 1<sup>st</sup> day of the second month. Failure to do so may impact your child's ability to attend the program. Added blocks will also be applied to your child's account on a weekly basis. Please periodically check your account and make any payments due. For more information on tuition due dates and payments, please review the parent handbook or give our office a call (978) 692-5532.

Westford Parks and Recreation Staff