



NEW MySchoolBucks Online Payment System

Epicurean Group @ Cardinal Newman

!! IMPORTANT! PLEASE READ CAREFULLY!!

STUDENT NAME: _____

PIN#: _____

July 2017

Dear Parents & Student;

The purpose of this letter is to inform you that Cardinal Newman and Epicurean Group are using a computerized debit system called MySchoolBucks. We hope that you and your student will consider taking advantage of some of the convenient options the easy to use program has to offer. The information in this letter will outline and hopefully answer any questions you may have.

However, if you still have questions, please feel free to call, **Chef Manager Mario Zavala** in the cafe at **707-546-6470 ex 118**

MySchoolBucks will allow you to pay in advance for meals and/or snacks and beverages, and MySchoolBucks offers exciting new benefits:

- Scheduled recurring payments
- Automatic deposits when your child's account balance runs low
- Extended purchase history for the past 90 days
- Low balance email notifications
- E-wallet to save credit card information for future use
- Mobile-friendly website
- Mobile app for iOS, Android and Windows devices coming soon.

All students will have an established debit account to which you may add money online or with a check. To prevent fraudulent use of student accounts, each register will be equipped with a picture of your student; this digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your students account.

Money will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items. The system will know the meal status of your student and will deduct the correct amount from the account. There is no limit on the amount of money that can



be deposited into a debit account. **NEGATIVE BALANCES** will not be permitted, please be sure your student has money on their account at all times to ensure they are able to purchase food.

Advanced Payment Options

OPTION #1: CREDIT CARD PAYMENTS – You can only use credit card to load account at www.MySchoolBucks.com. After you create your account you can add funds to your student's account using your **Visa, MasterCard, Discover Card** or through an **ACH/eCheck**. A small handling fee of \$2.50 is added to each payment with a deposit cap of \$200 per transaction.

The cap of \$200 is low, however MySchoolBucks has an **auto replenish feature** so that you will not have to keep logging in every couple of weeks to add funds. You can set your student's account so that when it dips below a certain amount, (for example \$30), MySchoolBucks will automatically charge your card to refill the account. You can set the amount of the auto charge and when this will begin and when this feature turns off. You can tell the system to start in August and to stop replenishing in June.

OPTION #2: If you do not have access to the internet or do not wish to use a credit card you may send a check to **Epicurean Group** and the dollar amount will be added to your student's account.

There is no cap to the amount of money you can deposit by check.

Below is a detachable form to be filled out and returned with your first deposit **SHOULD YOU CHOOSE TO PAY BY CHECK**. If you are paying for more than one student in the same school with one payment, please note how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between siblings' accounts.

You can either mail the check to **Cardinal Newman, Attn: Epicurean Group**, or drop it off at the front office of the school. **Please make sure the check is in an envelope labeled Epicurean Group**

OPTION #3: If you do not wish to have a MySchoolBucks declining balance account, the Café will still accept checks and cash at the point-of-sale provided no change is needed.

Thank you for your cooperation and your participation. We hope that you will be patient with us as we make the transition into the new academic year. We are very excited about this new program and hope you will take advantage of all the convenient options.

Sincerely,

Epicurean Group



**Café/MySchoolBucks
Deposit by Check Form**

**STUDENT CHECK DEPOSIT FORM TO BE RETURNED TO:
Epicurean Group @ Cardinal Newman**

Student Name _____ PIN# _____ Grade _____

Parent or Guardian Name _____

Check Amount _____ Check # _____

(Please make check payable to: **Epicurean Group**)

