



## MySchoolBucks Online Payment System

Epicurean Group @Cardinal Newman

**!! IMPORTANT! PLEASE READ CAREFULLY!!**

STUDENT NAME: \_\_\_\_\_

PIN#: \_\_\_\_\_

July 2018

Dear Parents & Student;

The purpose of this letter is to inform you that just like last year, **Cardinal Newman** and Epicurean Group, will be using MySchoolBucks for the lunch system. MySchoolBucks benefits you, your student, and your school in many ways. We hope that you and your student will consider taking advantage of some of the convenient options the 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 Heather Ames in the cafe at **707-546-6470 ext 118**

**Please note: existing MySchoolBucks account balances will carry over from last year.**

MySchoolBucks allows you to pay in advance for meals and/or snacks and beverages.

MySchoolBuck's benefits include:

- 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. We recommend setting up a low balance alert of \$25 or less, so you can receive email notification warning you that your student's account is running low.

### **Advanced Payment Options**

**OPTION #1: CREDIT CARD PAYMENTS** – You can only use a credit card to load an account at [www.MySchoolBucks.com](http://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 \$2.00 is added to each payment.

**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**

Thank you for your cooperation and your participation.

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**)

