**HOW TO MAKE ONLINE PAYMENTS TO BSCS**

* Log onto your banking institution’s web site
* Add Blessed Sacrament Catholic School as a “new” company
* Use the “payment purpose” (i.e., Tuition, Extended Day, specific fee) as the account number; otherwise no account number needed
* Indicate where the payment is to be sent (i.e., address)
* Indicate student’s current grade and name (optional) in Memo section
* Indicate date you want the payment sent

**Notes**

The payment should be sent to:

 Blessed Sacrament Catholic School

 Attention: Tuition Office

 7 Saint Teresa Drive

 Charleston SC 29407.

The school phone number is 843-766-2128.

Tuition payments are due on the 1st of the month.

* 12-month payment plan payments are due on July 1st through June 1st.
* Semester payment plan payments are due on July 1st and December 1st.
* Yearly payment is due on August 1st.

Extended Day payments are due on the 15th of the months that school is in attendance. Special payment dates may be possible in August, December, and April when the amounts will be pro-rated according to the days that Extended Day is available.

Since payments for Extended Day and tuition requires two separate checks, two separate online payment accounts may be required by your bank.