



New Dining Hall Accounts

There are two options to loading money on your student's dining hall card.

1. You may send in a check on Mondays (only) to the cafeteria.
 - The amount you send in will be loaded to your child(ren)'s card.
 - Please make sure that money is in an envelope with your child's name and homeroom on the outside.
 - No money will be accepted on any other day so please plan accordingly.
 - **Money for the week of August 15th needs to be sent on August 12th to allow processing time.**
 2. Using the PayForIt (PFI) online system, you may load money to your child(ren)'s card at any time via the Internet using your credit card or ACH-Electronic Check. If you choose this method you will need to know the following:
 - There is a 5.75% Internet convenience fee for each transaction.
 - You will need to set up your family account online attaching your child/children to your family account.
 - Returning families who would like to use the PayForIt option for the first time need to request their student's individual access code. Student access codes for new families are attached to this form. You will need these individual codes to set up your online PFI account.
 - To set up your account:
 - Log on to www.payforit.net
 - Select "Sign Up"
 - Select "District" and go to TN-Saint Henry School
 - The internet convenience fee is explained in this next section
 - You follow the prompts to enter your correct data, payment method, and e-mail information.
 - Once all information is entered, PFI will e-mail a validation code to allow you to proceed with registration.
 - After confirmation and activation select "Add/View Students" from the menu bar above, then...
 - Individually enter each child and grade using their personal id number. It may take up to 24 hours to activate your account.
 - Next select "Lunch" from the top menu and "Make Lunch Payment" then follow the prompts. You will need to decide how much money is loaded to each child's id card.
- All cafeteria items, including milk and ice cream, will be purchased using the card system, unless you choose to have the ice cream option blocked on your child's swipe card. If this block option is chosen you may send in cash when you would like your child to purchase ice cream.
 - You may put as much money on this card as you wish, but you must keep a minimum of \$7.50.
 - If your account goes below \$7.50 you will receive an e-mail with your balance included asking you to add to your child/children's account.
 - If your child/children's account goes below 0 balance your child will not be able to purchase lunch for the day.
 - If you have paid in advance for lunches this year, we will apply that money as a credit to your account. Funds left over at the end of the year will roll over to the follow year.
 - If you have any questions or concerns, please contact Dining Hall, Manager Laurel Williams at 352-1328 ext. 231.