

# INSTRUCTIONS ON HOW TO PROCESS YOUR 2010-2011 TUITION LOAN ON LINE

Dear Parents,

The First bank and Trust website is currently up and running for St. Rosalie parents to activate their 2010-2011 tuition loans on line. Up until midnight on Tuesday, April 13, 2010 you can activate your tuition loan from your home/office computer by following the steps below:

- 1) Go to the bank's NEW tuition loan website at [www.tuition.fbtonline.com](http://www.tuition.fbtonline.com) (current parents can follow the link from the Edline home page)
- 2) Follow the HELPFUL HINTS on the web page to activate your loan

## **ACTIVATING A LOAN (renewal loans or new loans)**

In order to activate a loan for the 2010-2011 school year "everyone" MUST login to the web site listed above and create an online account on the new web site by following the instructions below:

- "Sign up for your account" on the home page of the FBT web site
- Fill out all of the necessary information, choosing security questions and answers, and enter your e-mail address in the proper box.
- Once page is completed click on "Sign Up"

Now that you have created an online account with FBT you can follow these instructions to process your tuition loan.

- You are now on your home page called "My Dashboard 2010-2011"
- Click on "Add a Student"
- Type in the following information:
  - School Name (once you type in four to five letters a drop down box will appear and you can choose St. Rosalie School)
  - Choose grade level from drop down box
  - Student's first and last name
  - You DO NOT need to enter an ID number or SSN for your child
  - Click on add student
- If you have another child that you would like to add to the loan, click on "Add Another Student" / If you do not have another child, then click on the "Tuition and Fees" tab.
- If you are renewing a loan (you currently have a loan for the 2009-2010 school year) click on the "Enter Renewal Information" tab. Continue to follow the instructions. When entering your SSN (it is important that you enter the SSN that the previous loan was listed under). This will allow all information from the previous loan to be pulled up.
- If you are not renewing a loan but are taking out a loan for the first time for tuition, click on the "Manage fees and Payments" tab.
- Here you will go through four steps (1. Tuition and Fees / 2. Make Payments / 3. Confirmation / 4. Thank you) – Continue to follow the online instructions for these four steps to continue to process your loan.

NOTE: If you have any questions or need assistance processing your loan, please call the school's financial secretary, Tina Sylve, at 341-4342 before calling the First Bank and Trust tuition hotline.

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**IMPORTANT REMINDER:** In order to avoid late fees and finance charges, your loan must be processed by midnight on Tuesday, April 13, 2010. Do not wait until Tuesday evening to try and process your loan in case you have any problems or questions!

If you activate a loan after midnight on Tuesday, April 13, 2010 you will be charged a late fee and all delinquent fees. Any late loans will not be approved until the late fee is paid in full to Tina Sylve, financial secretary.