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## PAYMENT & INVOICING

### Course Payment

Some programs pay all or part of their students' tuition from state funds. Currently state funds are available for the 2 year 2042 BTSA Induction program. To assist you in deciding which type of payment option to choose, below are examples of how some districts handle student tuition.

- Some district's pay the full cost of tuition for all of their 2042 BTSA Induction Program participants Standards 16 – 20 courses.
- Some require the student to pay upfront, but reimburses them after successful completion of the course.
- Other districts pay for the student's first attempt, but if the Participating Teacher (PT) does not pass the course, the PT pays for the second attempt.

All districts require the Participating Teachers to pay for the optional university credits.

### Purchase Orders

- An open purchase order in the applicable amount needs to be created and mailed/faxed to the following address:

**edPal**  
**1245 S. Winchester Blvd., Ste. 301**  
**San Jose, California 95128**

**FAX: (412) 756-0010**

Note: The purchase order should contain an expiration date. Normally, open P.O's are drawn for one fiscal year.

Attached to the purchase order, please specify how the district/consortium wishes to enroll students. For instance, will each student enroll individually at the edCenter? If so, then edPal will provide promotion codes to the district/consortium that will need to be distributed to each student.

Alternatively, a district or consortium may elect to enroll multiple students at one time using a bulk order process. edPal will email a "bulk enrollment spreadsheet" with instructions for completion. The spreadsheet is returned to edPal where it will be processed with no further effort needed by the district/consortium or students. In both cases, students are notified by email how to access their course.

As soon as the purchase order is received, edPal will complete the enrollment process as specified. You will be notified when the process is complete.

### Invoicing

Once students have been enrolled and the course begins, the district/consortium will be invoiced for all students enrolled in the course after the withdrawal/refund period has passed. Only students who are actively enrolled after the official withdrawal/refund date will be billed to the district/consortium. Payment of the invoice is due within 30 days of receipt.

### Assistance/Support

edPal is happy to provide assistance and support for any questions or issues concerning the purchase orders and/or Invoicing process. Please email [support@edpal.com](mailto:support@edpal.com) for assistance.

