

TTEF Online System Training

Module Three: Payment Verification

Learning Focus: Completing Your School's Payment Verification

- After logging in to your school's account, you will access your school's **Payment Verification** by clicking on the **Action Needed** tab and then on the **Payment Verification** tab. After your school completes the SCF and as each student's fall scholarship is processed by TTEF staff, the payments are created. The Payment Verification is required before each payment period, in the fall and spring. The Payment Verification button will appear next to each student's name **ONLY** during the open Verification period. Fall payments typically occur late October and Spring payments occurs late March. If a student is not enrolled or left, EXIT the student from this page. If a partner school **and** the parent of the scholarship recipient **do not** complete the Payment Verification, **TTEF will not submit payment for the incomplete semester**. Completing an Exit/Transfer form will be covered in detail in Module Five.

TTEF - SCHOLARSHIP DATABASE

HOME ACTION NEEDED MY SCHOOL

SCFs Payment Verification Transfers/Exits Alumni Reporting

This screen does not include all awards that a student may have received. To see all possible awards for a student please see the All School Apps tab under My School. All students who have been preliminarily awarded appear on this page. Once a student has been awarded and the family's financials have been verified by the TTEF staff, an orange SCF button will appear. You may also exit a student from this page.

Student First Name Student Last Name

SCF Complete

-- Show All --

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Student	Family	School	Award Eligibility Type	Program
		☐ Sacred Heart School - Florissant	Re-Qual	Alive in Christ
		☐ Sacred Heart School - Florissant	New	Alive in Christ
		☐ Sacred Heart School - Florissant	New	Beyond Sunday - Elem
		☐ Sacred Heart School - Florissant	Re-Qual	Alive in Christ
		☐ Sacred Heart School - Florissant	New	Alive in Christ

- To complete the school's **Payment Verification** for each student, click on the **PV: Part 1** button next to each student's name. On the form for each student, please answer both Yes/No questions and use the available text box to provide explanations to any "no" answers or additional information you need to provide to TTEF for this student. Be sure to click **Save** to submit the Payment Verification to TTEF for each student. The **PV: Part 1** button will no longer be displayed for any student whose **Payment Verification** you have completed.

TTEF - SCHOLARSHIP DATABASE Sacred Heart School - Florissant

MY SCHOOL

Payment Verification | Transfers/Exits | Alumni Reporting

completes the SCF and as each student's fall scholarship is processed by TTEF staff, the payments are created. The Payment Verification is required before each payment period, in the fall and spring. The Payment Verification button will appear next to each student's name ONLY during the open Verification period. Fall payments typically occur late October and Spring payments late March. If a student is not enrolled or left, EXIT the student from this page.

Student First Name: Student Last Name:

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Grade	School Year	PV: Part 1
3rd	2025-2026	PV: Part 1
K	2025-2026	PV: Part 1
K	2025-2026	PV: Part 1
7th	2025-2026	PV: Part 1
1st	2025-2026	PV: Part 1
K	2025-2026	PV: Part 1
3rd	2025-2026	PV: Part 1
6th	2025-2026	PV: Part 1
2nd	2025-2026	PV: Part 1
5th	2025-2026	PV: Part 1
6th	2025-2026	PV: Part 1
K	2025-2026	PV: Part 1
4th	2025-2026	PV: Part 1
1st	2025-2026	Fall No No PV: Part 1
2nd	2025-2026	Fall No No PV: Part 1
6th	2025-2026	Fall No No PV: Part 1
5th	2025-2026	Fall No No PV: Part 1
4th	2025-2026	Fall No No PV: Part 1
7th	2025-2026	Fall No No PV: Part 1

Payment Verification: Part 1

* Does this student have a 90% attendance rate or better? Yes No

* Is the family current on their portion of tuition payments? Yes No

If you answered no to any of the above statements, please use the box below to explain.