

# USING ESA TO PAY TUITION AT FAITH CHRISTIAN SCHOOL



**APPLY FOR  
ESA ONLINE**  
[www.azed.gov/esa](http://www.azed.gov/esa)

You will need a copy of the student's birth certificate and your proof of residency. Once awarded, sign your contract within 30 days. Be sure to let our office know that you are under contract with ESA. ESA will then create an account for you with ClassWallet which will be funded within a few weeks.

**Please Note:** You cannot receive funds from both ESA and any STO in the same school year. Once you are under contract with ESA, be sure to contact the STO(s) to talk about next steps. If you have any questions, please call the school office or reach out to your STO directly.

You will receive an email from ADE (AZ Dept of Education) when your account has been funded. Log in to the ESA Parent Portal and select

[Go to ClassWallet Account](#)

Scroll down and select

[PAY VENDOR](#)

**ACCESS FUNDS IN  
CLASS WALLET**  
[www.esa.azed.gov](http://www.esa.azed.gov)

## 1 SELECT VENDOR

Search for "Faith Christian School" and select "Faith Christian School, Mesa, AZ."

Who do you want to pay?

Selected vendor

Faith Christian School, Mesa, Arizona

[CHANGE VENDOR](#)

[BACK](#) [NEXT](#)

Who do you want to pay?

Faith Christian School

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Shown 1/1 records, use search field or A-Z index to pay specific vendor

F

Faith Christian School, Mesa, Arizona

[SELECT VENDOR](#)

Confirm your choice on the next screen by selecting "Next".

## 2 ORDER DETAILS

Enter the payment amount. This *cannot* exceed the total amount reflected on your invoice. Class Wallet will charge a 2.5% service fee for using Vendor Pay. This fee will be deducted from the amount Faith Christian School receives. Any remaining balance due will be invoiced to you once the ESA payment is received.

Order Details

Faith Christian School, Mesa, Arizona

Enter Payment Amount\*

\$1,000.00

Service Fee:

\$25.00

Amount From Wallet:

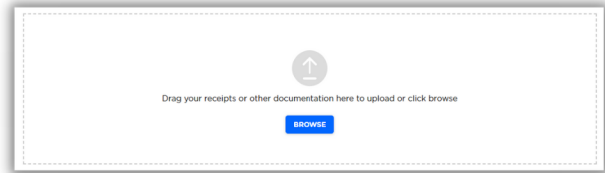
\$1,000.00

Amount To Vendor:

\$975.00

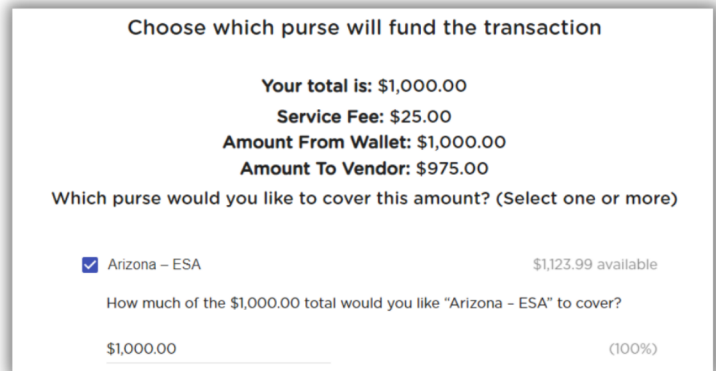
### 3 UPLOAD DOCUMENTS

On the next screen, upload your tuition statement or invoice showing the amount due to FCS for tuition.



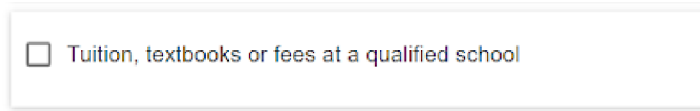
### 4 CHOOSE PURSES

Select "Arizona - ESA"



### 5 EXPENSE TYPE

Scroll down through the list to select "Tuition, textbooks or fees at a qualified school".



There is a space to specify your invoice number on the request.

You can complete your payment by reviewing all of the details and submitting the order. Class Wallet will then send the request to ESA for review before sending the funds to FCS. You will receive an email when the transaction is complete.

**\*\*Please keep in mind that ESA processing times can sometimes exceed 30 days, especially at the beginning of a new quarter.  
Q1 begins July 1; Q2 begins Oct 1; Q3 begins Jan 1; Q4 begins Apr 1**

## QUESTIONS?

**Faith Christian School:**  
480-833-1983  
[Email Stacie Jones @  
sjones@faith-christian.org](mailto:sjones@faith-christian.org)

**ESA Support:**  
602-364-1969  
Or open a HelpDesk Ticket  
on the [Parent Portal](#)

**Class Wallet Support:**  
1-877-969-5536  
[help@classwallet.com](mailto:help@classwallet.com)