

How to Make a Fee or Lunch Balance Payment in Aspire

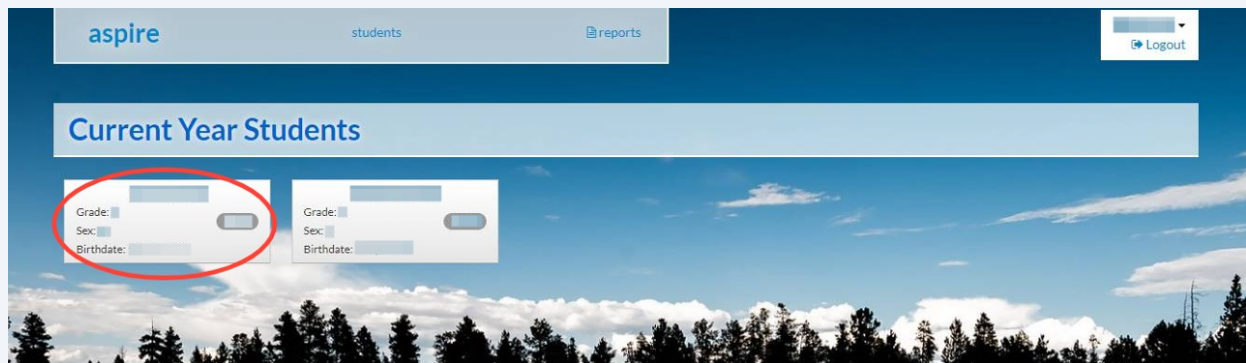
NDPA specific step by step guide for parents to make a payment towards a student's fee or lunch balance through Aspire.

Lunch payments are paid through a third party system, Core (previously known as Secure Instant Payments), and will require their own login information.

1

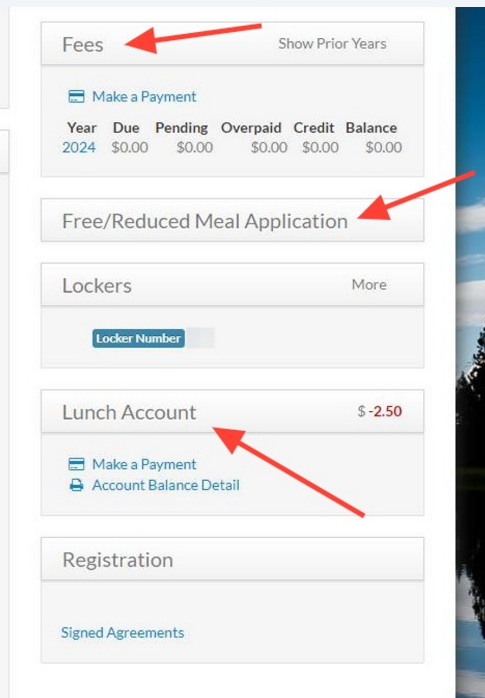
After a parent logs into Aspire, if they have more than one student enrolled, they will select which student's account they are wanting to make a payment to.

Parents with only one student enrolled, the student profile will automatically pull up as shown in step 2.



2

On the right side of the student's profile you will see the **Fees** section, **Free/Reduced Meal Application**, and the **Lunch Account** data.



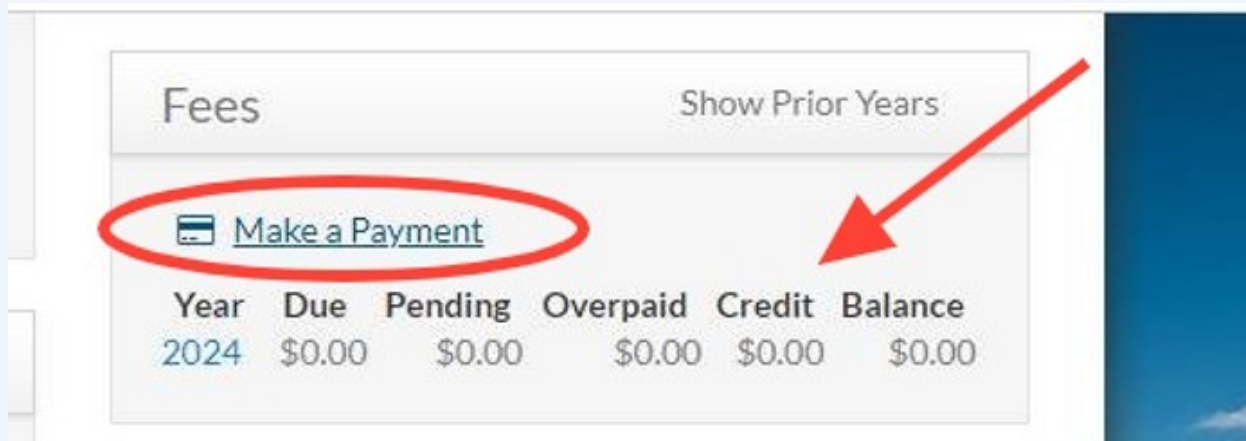
The screenshot shows a sidebar with several sections. The 'Fees' section is at the top, followed by 'Free/Reduced Meal Application', 'Lockers', 'Lunch Account', and 'Registration'. The 'Lunch Account' section shows a balance of \$-2.50. Red arrows point to the 'Fees' section, the 'Free/Reduced Meal Application' section, and the 'Lunch Account' section.

Year	Due	Pending	Overpaid	Credit	Balance
2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

3

Under the Fees section, the parent can see a quick glance at what amount is due and if there are any credits.

To make a payment, select the hyperlink **Make a Payment**.



The screenshot shows a close-up of the 'Fees' section. The 'Make a Payment' link is circled in red. A red arrow points to the 'Show Prior Years' link.

Year	Due	Pending	Overpaid	Credit	Balance
2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4

The **Fees** hyperlink will redirect you to this page and the parent will then fill out the form to pay the designated amount.

 NORTH DAVIS PREPARATORY ACADEMY <i>International Spanish Academy</i>		<i>Fee Schedule</i>	
North Davis Preparatory Academy Fee Schedule 2023- 2024 <i>*Registration Fee Schedule</i> All fees are subject to change based on availability.			
Student's First Name, Last Name, Student ID# and Grade		Lastname	Firstname
<input type="text"/>		<input type="text"/>	<input type="text"/>
7th Grade Required Fees <i>(7th Grade Fees include Activity Fee, Textbook Rental, Computer Equipment, CTE(TLC), Locker Fee, Science Lab Fee and Spanish Test.)</i> 7th Grade Required fees of \$30 have been waived for the 2023-2024 School Year.			
8th Grade Required Fees <i>(8th Grade Fees include Activity Fee, Textbook Rental, Computer Equipment, Locker Fee, Science Lab Fee and Spanish Test.)</i> 8th Grade Required fees of \$30 have been waived for the 2023-2024 School Year.			
9th Grade Required Fees <i>(9th grade required fees include Activity Fee, Textbook Rental, Computer Equipment, Locker Fee, Science Lab Fee and Spanish Test.)</i> 9th Grade Required fees of \$30 have been waived for the 2023-2024 School Year.			
NDPA Elective Courses Fees/Semester NDPA Elective Courses Fees have been waived for the 2023-2024 School Year.			
Optional Fees			
Dollar Dress Day Donation (\$9.00 Per Year):	\$9.00	Quantity: <input type="text"/>	Item Subtotal: \$0.00
Student ID Replacement Card:	\$5.00	Select: <input type="checkbox"/>	Item Subtotal: \$0.00
Athletics/Activities			
Spirit Squad Team (7th-9th):	\$ <input type="text"/>		Item Subtotal: \$0.00
Basketball:	\$80.00	Select: <input type="checkbox"/>	Item Subtotal: \$0.00
Cross Country:	\$35.00	Select: <input type="checkbox"/>	Item Subtotal: \$0.00
Flag Football:	\$25.00	Select: <input type="checkbox"/>	Item Subtotal: \$0.00

5

If the parent would like to fill out a **Free/Reduced Meal Application**, they will select the box as labeled.

To see a PDF of the student's **Account Balance Detail**, they will select this hyperlink.

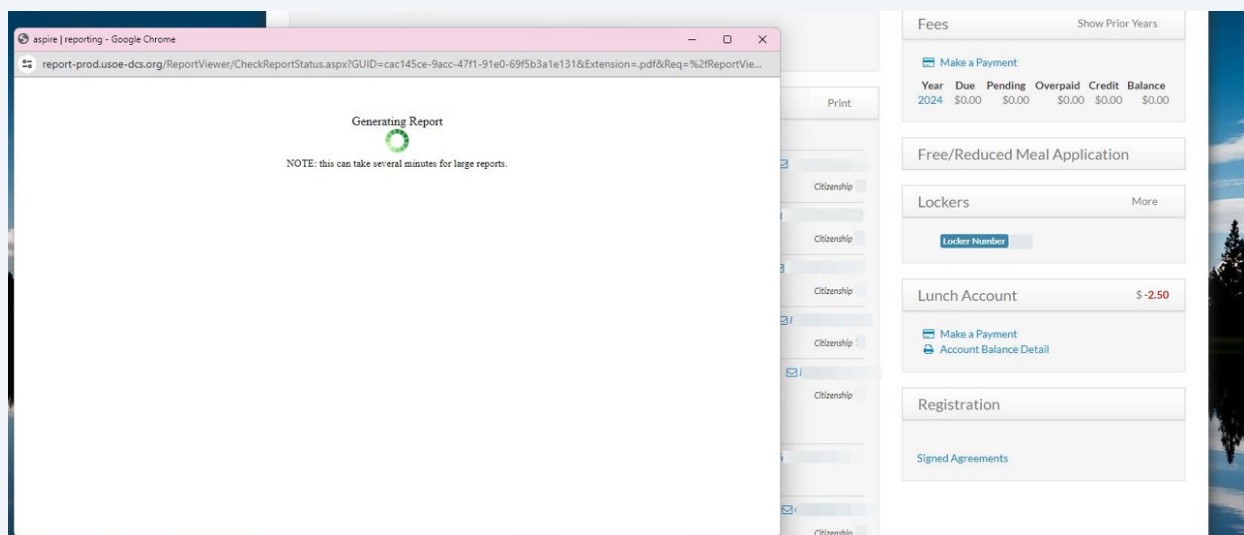
The screenshot shows a web interface with several sections:

- Fees**: Includes a "Show Prior Years" link and a "Make a Payment" button. Below is a table:

Year	Due	Pending	Overpaid	Credit	Balance
2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Free/Reduced Meal Application**: A button labeled "Free/Reduced Meal Application".
- Lockers**: Includes a "More" link and a "Locker Number" input field.
- Lunch Account**: Shows a balance of "\$ -2.50". It includes a "Make a Payment" button and a link to "Account Balance Detail" which is circled in red.
- Registration**: Includes a link to "Signed Agreements".

6

A dialog box will pop up as shown below. You will want to wait for it to load in order to view and save the PDF of the **Account Balance Detail**.



7

To make a payment to the student's lunch account, select the **Make a Payment** hyperlink as shown below.

This will redirect the parent to the third-party system **Core**, previously known as **Secure Instant Payments**.

Year	Due	Pending	Overpaid	Credit	Balance
2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Free/Reduced Meal Application

Lockers [More](#)

Lunch Account \$-2.50

[Make a Payment](#)

[Account Balance Detail](#)

Registration

8

The parent will then enter in their login information they set up through Core.

You can choose to create a new account if you have never created one in the past.

If you have forgotten your login information, you can select the hyperlink to either receive your forgotten username or to reset your password.

NORTH DAVIS PREPARATORY ACADEMY
International Spanish Academy

School Lunch

[Login | Help](#)

Wednesday, January 3, 2024 4:22:42 pm MST

Login to make an online payment!

Welcome to our online payment system which allows you to make payments to your **North Davis Preparatory - School Lunch** account quickly and easily, 24 hours a day, 7 days a week. The system provides the option of making or scheduling payments directly from your credit/debit card, checking or savings account. It also allows for the creation of recurring payments on a number of different schedules and you can view your account balance as well.

This payment service is provided by Instant Payments for North Davis Preparatory - School Lunch.

Note: ACH payments from checking or savings accounts may be processed from **domestic bank accounts only**. Card payments do not have that limitation, however, foreign cards do have higher fees than domestic cards. You will be given the opportunity to accept or decline all payments before they are submitted.

Please login to your **North Davis Preparatory - School Lunch** account or, if you have not registered yet, create a new account now:
If you're not sure how to proceed or have any questions, please [contact us](#).

Already have an account?
[Reset your username or password?](#)

Create New Account

Username:

Password:

Sign In

- Both the username and password are case-sensitive.
- If your password has a single, double, or back quote, '"', '<', '>', or back slash, you will need to reset your password using the link above.

CORE

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 SIP Version 4.00.16/923 (API: 2.22)