Charlotte-Mecklenburg Schools
Options for Payment of the Athletic Participation Fee

(August 2010)

I. Pay on –line with a credit card or debit card

- MasterCard, Visa, Discover cards accepted
- A 2.25% processing fee, on the total amount paid, will be assessed to your payment.
- You must have the student name and ID number to make an on-line payment.
- Locate the online payment link on the web-page of the school your child attends or on the athletics page of the CMS Web site (Click on: Athletic Participation Fee).
- Follow the prompt to either create a profile or to make a single payment. If you choose to create a profile, your information is stored for future visits to the site. If you choose to make a single payment, you will be required to enter your information every time to use the site.
- Follow the on-line prompts/instructions – note the drop down boxes and the required fields.
- Click on scholarship donations if you are making a donation to the general scholarship fund. All donations paid on-line go to the general scholarship fund.
- Make sure to print a copy of the Successful Payment page for your records.
- You will receive an e-mail verification of your payment which you can email to the school athletic director as verification of payment.
- Contact your school athletic director with questions or concerns.

II. Pay with a check or money order at the school your child attends

- Make the check or money order payable to the school receiving the payment.
- You must have the student name and ID number to make a payment at the school.
- Payments can be made in the front office of the school receiving the payment.
- Coaches/athletic directors cannot accept payment of participation fees.
- Cash payments cannot be accepted.
- Make sure to obtain and keep a receipt of your payment for your records.
- Contact your school athletic director with questions or concerns.