

USING ESA TO PAY TUITION AT GILBERT CHRISTIAN SCHOOLS



APPLY FOR ESA ONLINE

azed.gov/esa

You'll need a copy of...

- the student's birth certificate
- your government issued ID (Ex: driver's license)
- proof of residency (Ex: utility bill)

ACCESS FUNDS FROM CLASSWALLET

After your application is approved and you sign the ESA contract, ADE (AZ Dept of Education) will create a ClassWallet account for you. ADE will email you when your ClassWallet is funded. Remember to let our financial office know that you are under contract with ESA.



Log in to the [ESA Parent Portal \(esa.azed.gov\)](https://esa.azed.gov) and navigate to **ClassWallet**.

Scroll down to **Pay Vendor** and select **PAY**.

1

SELECT VENDOR

Search for and select "Gilbert Christian Schools"

2

ADD DETAILS

If the amount owed is greater than the current balance in your ClassWallet, input the total balance in your wallet. The service fee will automatically be applied, and you'll see the adjusted Amount to Vendor at the bottom. The remaining balance to GCS will need to be paid out-of-pocket through FACTS.



Quick Tip: Use your ESA funds as a lump sum at the beginning of the quarter, then break up your out-of-pocket portion by making partial monthly payments.

If the amount owed is less than the current balance in your ClassWallet, use the [CW Fee Calculator](#) to figure out the right Payment Amount to enter so that the Amount to Vendor matches your Invoice Amount. (*Invoice Amount multiplied by 1.025 = Payment Amount*)

3

UPLOAD DOCUMENTS

Upload your tuition statement or invoice showing the amount due to GCS for tuition.

4

CHOOSE PURSES

Select the purse "**Arizona - ESA**". Scroll down through the alphabetical list of Expense Categories and select "**Tuition, textbooks or fees at a qualified school.**"

5

ADDITIONAL INFO

If needed, put comments or specify an invoice number.

6

REVIEW AND SUBMIT

Complete your payment by reviewing all of the details and submitting the order. ClassWallet will then send the request to ESA for review before sending the funds to GCS. Let our financial office know when your order has been submitted.

Questions?

ClassWallet Support:

1-877-969-5536

help@classwallet.com

ESA Support:

602-364-1969

ESACallCenter@azed.gov

GCS Support: 480-809-6690

Email: tara.turner@gcsaz.org

Schedule a Consultation: calendly.com/tara-turner