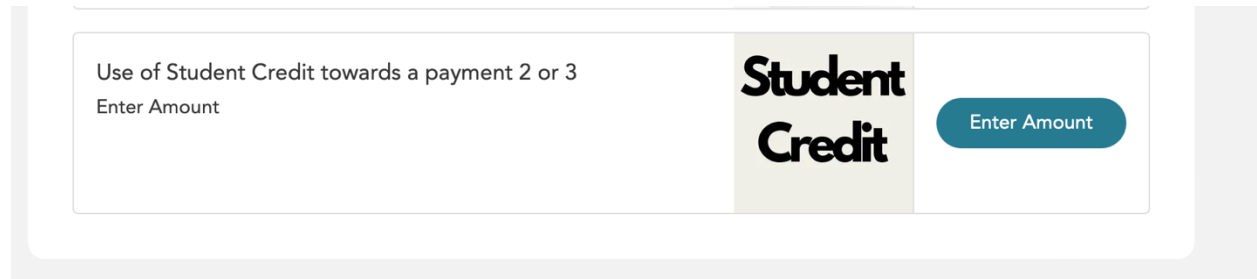


How to use Student Credits (Funds) from Cut Time

Step 1: You will go to the link for the program you are trying to pay for.

Step 2: Select the student credit option



*This is just an example of a student credit option for ONE program that we utilize cheddarup for payments – your program image may look slightly different

Step 3: In the first box for an amount, you will put the total you are paying **out of pocket** (this can be anything from \$0 to just under what the total amount is)



Use of Student Credit towards a payment 2 or 3 ×

Enter Amount

\$0

****In order to process properly the first box requires the amount of funds you are paying out of pocket. The box asking your verified funds is the amount you want to use from student credits!**

If you are wanting to use student credits you must confirm how much student credits you have in Cut Time before paying via this route.

Each student once they have fundraised (with the music boosters) has a student credit account through the music boosters in cuttime. That is where you can get your total balance available. Please note there is a delay once you pay from the amounts being deducted from your accounts.

If you have issues or questions please reach out to rlvp@wsmb.info

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Step 4: Fill in all the information needed, at the second box where it states to enter the verified amount you will list the amount you want taken from student credit account for this expense. This must be a value that is in your students

account, you can access this to see the amount in there via gocuttime.com. This can be anything from \$1 to the amount owed for the expense.



Verified amount of student credits in account use *

I approve the usage of the amount of above to be used from the student credit account of my student *

Yes

*This is just an example of a student credit option for ONE program that we utilize cheddarup for payments – your program image may look slightly different

Please note that we will remove these funds from their accounts on cuttime (if not done already), but it is not an instant process, it will take our volunteers some time to remove these funds from the cuttime system.

You may already see the charge removed from your account or other charges as well, but this is just what has been billed to the student at this time. You are still required to fill out this form so that we have the paper trail that you plan to use the funds officially. Everyone's account is charged the moment we load the expense into cuttime by group. We will load payments received (what you pay out of pocket) as our volunteer's time allows. Please be patient with timing.