

# Cut Time Instructions

Contact [NPMA.StudentFinancials@gmail.com](mailto:NPMA.StudentFinancials@gmail.com) if you do not have a link to your student's Cut Time account.

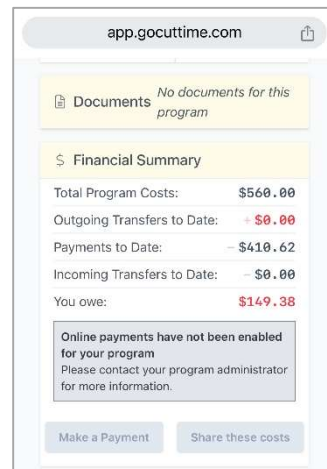
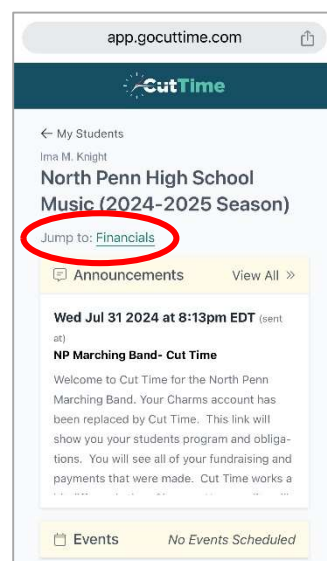
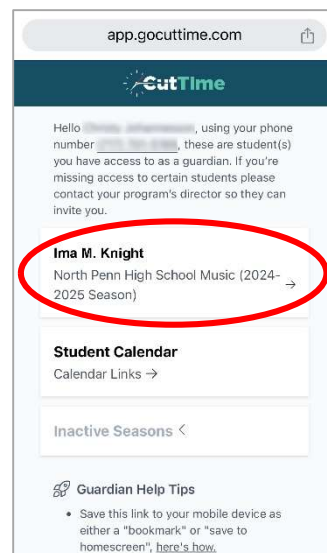
Click the link in the text to open Cut Time. Bookmark this link for future reference.

Select your student's name to continue.

This will take you to the North Penn High School Music program page. Cut Time has various features that we currently aren't using. Scroll down to "Financial Summary" or select "Jump to: Financials."

The Financial Summary shows:

- **Total Program Costs:** Membership Fee, accessories, etc.
- **Payments to Date:** Payments made by check or PayPal as well as fundraising credit.
- **You owe:** The amount you still owe for the season.
  - Payments are due in four installments, so all or part of the amount you owe may not be due until a later date.
  - To determine if your account is Past Due, scroll down to "Transaction Summary."



### The Transaction Summary shows:

- **Costs in red.** The Effective Date indicates when that amount is due. If the date is in the future, that amount is not due yet.
- **Payments and Fundraising Credits in green.** The Effective Date indicates when the payment was received or credit was earned.
- The **Running Balance** shows the status of your account as of the Effective Date.  
NOTE: You might need to pan to the right to see the Running Balance column.

### To Determine whether your account is Past Due:

- Scroll down to the most recent date in the past. Ignore any future dates.
- If the Running Balance for that most recent date is a **green amount overpaid**, your account is paid up. If the Running Balance is a **red amount due**, your account is Past Due. Please pay that amount ASAP. If you plan to use fundraising dollars that haven't been credited yet, please contact [NPMA.StudentFinancials@gmail.com](mailto:NPMA.StudentFinancials@gmail.com) to let the Student Financials Chairperson know.

### To Determine the Amount of your Next Payment:

- Find the date of the next payment. The Running Balance shows the amount you owe at that time (assuming no additional fundraising credit).
- If you complete 12 hours of volunteer service, Payment 4 will be waived.

### EXAMPLE: Let's look at the status of this account as of Sep 1, 2024.

Effective date	Type	Applied	Running bal.
Oct 22 2024	Cost: 'NPMK- Payment 4 (Oct 22)'	\$-100.00	\$149.38
Sep 24 2024	Cost: 'NPMK- Payment 3 (Sept 24)'	\$-100.00	\$49.38 due
Aug 27 2024	Other: 'RaiseRight 8-12-24 to 8-25-24'	\$11.00	\$50.62 over
Aug 20 2024	Cost: 'NPMK- Payment 2 (August 20)'	\$-100.00	\$39.62 over

Running balance for the next payment is red. Amount due on 9/24/2024 is \$49.38.

Current date: 9/1/2024

Most recent Running balance is green. Account is paid up as of 9/1/2024.