

KLEIN INDEPENDENT SCHOOL DISTRICT

Summer School Initial Credit

Parent Fee Guidelines



Financial Services Department

May 2017

Klein Independent School District
Summer School Initial Credit
Parent Fee Guidelines

REGISTRATION TIPS

- Registration for initial credit will be on campus from May 15, 2017 to June 8, 2017.
- Students of Klein ISD residents, who attend parochial schools, will be allowed to register during all advertised registration dates and will pay in-district tuition.
- New Klein ISD residents, not yet enrolled in the Klein schools, will be charged in-district tuition. Proof of residency, such as a real estate contract, utility bill, etc., will be required.
- Out-of-district registrations will not be accepted.
- Late registration is open at the summer school campus site on Friday, July 7th from 8:00 a.m. until 3:30 p.m. Classes begin Monday, July 10th.
- No students will be allowed to register beyond the designated registration dates nor will any be allowed to attend summer school initial credit on the first day of class without having completed the appropriate registration.

TRANSPORTATION INFORMATION

- **No mid-day transportation is provided.**
- Any student wanting to buy a bus pass must complete the transportation information on the summer school registration form and it **must have a parent/guardian signature.**
- Students will be allowed to ride the bus to their summer school campus site on the first day of class. If a bus pass was purchased, a laminated credit card size pass will be issued to the student at the summer school host campus on the first day of class.
- There are no provisions for prorated bus pass fees.

PAYMENT PROCEDURES

- Summer school initial credit payments will be made online using Klein ISD's online payment system, School Cash Online, <https://kleinisd.schoolcashonline.com>. The web site can be accessed from the KleinISD.net home page, click 'parents', then 'parent online pay' (see Exhibit A).
- Tuition Fee: \$215
Transportation Fee: \$155
- Students will **not be officially registered** until the payment has been made online.
- If you do not have access to a computer, you may visit your campus financial office for assistance.

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REFUND INFORMATION

- If you need a refund, please fill out the Refund Request form attached and submit to your campus financial office prior to the start of classes. If classes have begun, please submit to the summer school initial credit campus principal.

- Tuition and transportation fee refunds will be made for the reasons listed below:
 - 100% refund when **classes do not make** due to low enrollment or bus route cancelled by KISD. (Refund initiated by summer school principal/counselor.)
 - 100% refund when requested before session begins and will include a \$25 processing fee.
 - 50% refund when requested on the first day of class and will include a \$25 processing fee.
 - 100% refund in the case of personal illness validated by a medical doctor's excuse and will include a \$25 processing fee.
 - In the event a student is dismissed from the summer program for disciplinary reasons or excessive absences, all related fees will be forfeited.

- When all documentation is received by the Financial Services Department, the refund will be processed electronically. Amounts refunded are returned to the same payment card initially used to make the summer school fee payment.

- Fees paid by cash or check will be refunded by check and mailed to the address on the refund request form.

- Parents will **not** be able to pick up a refund check.

- **Cash** refunds will **not** be given.



Online Payments

Pay with credit, debit, cash card, or check!

Convenient – Parents can make purchases 24 hours a day, 7 days a week

Control – Eliminate lost checks or cash

Timely – Payments are reflected online immediately

Secure – Ensures private and secure transmissions

Accessible – View historical purchases and payments online

Options - Pay online with credit, debit, cash card, or check

Languages - Website available in English or Spanish

Step 1: Please go to

<https://kleinisd.schoolcashionline.com>

Step 2: Register by selecting the “Get Started Today” and following the steps.

Step 3: After you receive the confirmation email, click the school cash link, select the ‘click here’ option, sign in and add each of your children to your household account.



How do I create an account?

School Cash Online has been designed to be an easy to use, efficient online payment system. All you need to do is follow these three simple steps to get started.

Register – Register your own secure personal payment account by selecting Get Started Today on the homepage.

Add a Student – Once you’ve confirmed your account, add your child to your account to view and pay for school expenses. You should be prompted for this information upon login. This feature can also be located under the "Items" tab or the "My Account" tab.

FAQ's

Why does School Cash Online need my email address?

School Cash Online needs your email address: 1) for your username to log into the system 2) in order to email you a receipt for payments made 3) to enable you to receive notification of school events. We value your privacy and respect your security concerns.

I have not received the verification email.

Some email providers incorrectly identify School Cash Online emails as SPAM and send our emails direct to the SPAM folder. If you have requested your verification email and it has not arrived check your SPAM folder (or your ALL MAIL folder). If you do find the verification email in there you can ask your email system to allow School Cash Online emails in future.

What student information do I need?

- Student(s) name
- Birth date
- Home campus

My username and password do not work.

Username - once your account has been activated your username is likely to be your email address. Ensure that you are using the correct email address for this account.

Password – please note your password is case sensitive.

I forgot my username and password. How can I get this information?

Simply click on the "Forgot user name or password" box in the secure sign-in area of the sign in page. For security purposes you will need to know the email address you originally used to set up your account. The username and password will be sent to your registered email address.

Can I change the email address and password on my account?

Yes, once you have registered an account you are free to modify all of your personal data including the email address and password by clicking the “My Account” tab. To change your email address, select the “Edit My Personal Information” option. To change your password, select the “Change My Password” option and follow the on screen instructions.

Can I register more than one child?

Yes, you can register up to eight children (students) to your account. You will require the relevant registration information for each child that you would like to add to your account. If you need to register more than eight children, please contact the Parent Help Desk.



**Klein Independent School District
Refund Request - Online Payment**

School Name: _____

NOTE: Your refund will be processed immediately. The refund will be posted to the same account from which you issued payment. Refund to be posted within three to five business days. Cash refunds cannot be issued for online payments.

Parent Information

Parent Name: _____
Last First MI

Address: _____
Street City State Zip

Home Phone: _____ Mobile: _____

E-Mail: _____

Student Information

Student Name: _____
Last First MI

Student ID #: _____

Requesting Refund for: _____
Name of Item / Product / Event

Name of Item / Product / Event

Name of Item / Product / Event

Reason for Requesting Refund: _____

Parent or Teacher Signature: _____ Date

Principal's Signature: _____ Date

Office Use Only

Office Use Only

Date Refund Processed: _____

Amount of Refund: _____

Batch Number: _____

Klein Independent School District

Summer School Handbook

Contact List

Jennifer Law Carrie Farmer	Summer School curriculum and instruction, general information	(832) 249-4457 (832) 249-4455
Richard Spencer	Transportation issues (North)	(832) 249-4563
Wanell Blissit	Transportation schedules, pickup/drop off locations (North) Email: dblissit1@kleinisd.net	(832) 249-4588
Anthony Sheilds	Transportation issues (South)	(832) 249-4104
Vikki McCorquodale	Transportation schedules, pickup/drop off locations (South) Email: vmccorquodale1@kleinisd.net	(832) 249-4564
Kelly Coppin	Financial questions, refunds	(832) 249-4654
Tara Tims	Financial questions, refunds	(832) 249-4695
Tiffany Muecke	Food Service, summer school	(832) 249-4607