

KLEIN INDEPENDENT SCHOOL DISTRICT

Summer School Initial Credit
Parent Fee Guidelines



Financial Services Department
April 2019

Klein Independent School District

Summer School Initial Credit

Parent Fee Guidelines

REGISTRATION TIPS

- Registration on campus should be conducted during May 1, 2019 and June 4, 2019.
- Students will only be allowed to register after getting approval from their counselor. Once approved for a course, students will be given a registration link.
- 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 Thursday, June 6th from 8:00 a.m. until 3:30 p.m. Classes begin Monday, June 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 purchase a bus pass must select the transportation option on the online 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.
- Transportation will not be offered if there are not enough riders. If you sign up and pay for transportation and a route is cancelled, your \$175 fee will be refunded.

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PAYMENT PROCEDURES

- Summer school initial credit registration and fee payments will be made online using Klein ISD's online payment system, School Cash Online. The link to the form and payment will be given to students by the counselors after approval has been granted for the course.
- Tuition Fee: \$350
Transportation Fee: \$175
- 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.

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.

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Summer School Contact List

Kelly Schumacher	High School Initial Credit General Information	(832) 249-4450
Robert Carbajal	High School Initial Credit Summer School Principal	(832) 375-8532
Richard Spencer	Transportation Issues - North	(832) 249-4566
Analena Ramirez	Transportation Schedules, pickup/drop off locations (North) Email: aramirez4@kleinisd.net	(832) 249-4574
Carlos Herrero	Transportation Issues - South	(832) 249-4599
Dean Beddome	Transportation Schedules, pickup/drop off locations (South) Email: dbeddome1@kleinsd.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

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	Klein Independent School District Refund Request Form
School Name: _____	
<i>NOTE: Your refund will be processed immediately. Online refunds will be posted to the same account from which you issued payment. Refunds typically post within three to five business days. In-person payments are processed by check. Cash refunds cannot be issued.</i>	
Parent Information	
Parent Name:	_____
	<i>Last First MI</i>
Address:	_____
	<i>Street City State Zip</i>
Home Phone:	_____
	Mobile: _____
E-Mail:	_____
Student Information	
Student Name:	_____
	<i>Last First MI</i>
Student ID #:	_____
Refund Information	
Requesting Refund For:	_____
	<i>Name of Item / Product / Event</i>

	<i>Name of Item / Product / Event</i>

	<i>Name of Item / Product / Event</i>
Reason For Requesting Refund:	_____

Parent or Teacher Signature:	_____
	<i>Date</i>
Principal's Signature:	_____
	<i>Date</i>
Office Use Only	
Office Use Only	
Date Refund Processed: _____	<input type="checkbox"/> Online Refund _____
Amount of Refund: _____	<input type="checkbox"/> Check Refund _____
	<i>Batch #</i>
	<i>Check #</i>