KLEIN INDEPENDENT SCHOOL DISTRICT

Summer School Initial Credit Parent Fee Guidelines

Financial Services Department
April 2019
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.
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.
### Summer School Contact List

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Schumacher</td>
<td>High School Initial Credit</td>
<td>(832) 249-4450</td>
</tr>
<tr>
<td></td>
<td>General Information</td>
<td></td>
</tr>
<tr>
<td>Robert Carbajal</td>
<td>High School Initial Credit</td>
<td>(832) 375-8532</td>
</tr>
<tr>
<td></td>
<td>Summer School Principal</td>
<td></td>
</tr>
<tr>
<td>Richard Spencer</td>
<td>Transportation Issues - North</td>
<td>(832) 249-4566</td>
</tr>
<tr>
<td>Analena Ramirez</td>
<td>Transportation Schedules,</td>
<td>(832) 249-4574</td>
</tr>
<tr>
<td></td>
<td>pickup/drop off locations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(North)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:aramirez4@kleinisd.net">aramirez4@kleinisd.net</a></td>
<td></td>
</tr>
<tr>
<td>Carlos Herrero</td>
<td>Transportation Issues - South</td>
<td>(832) 249-4599</td>
</tr>
<tr>
<td>Dean Beddome</td>
<td>Transportation Schedules,</td>
<td>(832) 249-4564</td>
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<tr>
<td></td>
<td>pickup/drop off locations</td>
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<tr>
<td></td>
<td>(South)</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:dbeddome1@kleinsd.net">dbeddome1@kleinsd.net</a></td>
<td></td>
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<tr>
<td>Kelly Coppin</td>
<td>Financial Questions,</td>
<td>(832) 249-4654</td>
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<td></td>
<td>refunds</td>
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<tr>
<td>Tara Tims</td>
<td>Financial Questions,</td>
<td>(832) 249-4695</td>
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<td></td>
<td>refunds</td>
<td></td>
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<tr>
<td>Tiffany Muecke</td>
<td>Food Service, summer school</td>
<td>(832) 249-4607</td>
</tr>
</tbody>
</table>
Klein Independent School District
Summer School Initial Credit
Parent Fee Guidelines

Klein Independent School District
Refund Request Form

School Name: ___________________________________________________________________________

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.

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 #: _________________________________________________________________________

Refund Information

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: ____________________________________________________________

Principal’s Signature: _________________________________________________________________

Office Use Only

Date Refund Processed: ____________________________

☐ Online Refund  ☐ Check Refund  Batch #  Check #

Amount of Refund: ____________________________