

Making a Payment with a Money Order or Check

Example of Money Order Payment Received:

Leon County Schools

Amount Paid

Student(s) Name & Week Payment Is For

Payee's Signature

Please keep attachment for your records

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATER MARK - HOLD AT AN ANGLE TO VIEW

WESTERN UNION MONEY ORDER INTEGRATED PAYMENT SYSTEMS, INC. - ISSUER
Englewood, Colorado

***PAY EXACTLY \$54.00 09-014698306

AGENT 709439 DATE 011009 TIME 0953 10 54.00 52-40/1021
090146983068 LOCATION 000024

PAY EXACTLY FIFTY-FOUR DOLLARS AND NO CENTS *****

PAY EXACTLY
PAY TO THE ORDER OF **Leon County Schools** **Michael Phelps Week 3**

PURCHASER'S ADDRESS

PURCHASER'S SIGNATURE FOR DRAWING *John Doe*

Western Union Money Order and Design is a service mark of Western Union Holdings, Inc./Payable at Wells Fargo Bank, Grand Junction - Downtown, N.A., Grand Junction, Colorado

4021004000 40090146983068

MONEY ORDER RECEIPT - NON NEGOTIABLE

The Holidays are coming! If you can't be there in person give a gift they'll be sure to appreciate. Cash! The perfect gift. Money Order! Money Transfer! Bill Pay! Give the gift of Western Union.

ACT 709439 LOC 000024 DT 011009 \$54.00 **\$54DOLLARS AND NO CENTS*****

Payable to: **MONEY ORDER RECEIPT IT MUST BE INCLUDED WITH ALL REFUND REQUESTS. BE SURE TO READ IMPORTANT INFORMATION BELOW AND ON BACK.**

PURCHASE AGREEMENT: You, the purchaser, agree that Integrated Payment Systems Inc. (IPS) need not stop payment on, or replace, or refund a lost or stolen Money Order unless: (1) you file in the back of the Money Order at the time of purchase, and (2) you report the loss or theft to Integrated Payment Systems Inc. in writing immediately, and (3) you provide IPS with this original Money Order receipt issued by Integrated Payment Systems Inc., Englewood, Colorado. For customer service, call 1-800-950-9500.

* 09014698306 *

Money orders must have the following information:

- Payee's Name
- Students name & Camp week
- Pay to the order of LCS (Leon County School's

Example of Payment Received

Payment Date

Leon County Schools

Student(s) Name & Week Payment Is For

Amount Paid

Account Holders Signature

JOHN DOE OR JANE DOE
123 MAIN STREET
ANYTOWN, TN 01234
PHONE 555-1212

2670
87-8247641

June 19, 2018

Pay to the Order of **Leon County Schools** \$ **172.00**

One hundred seventy-two dollars and 00/100

Bank of Yourtown
YOURTOWN, TN

For **Michael Phelps Week 3 tuition** *John Doe* MP

4012345678 98765432

Checks must have the following information:

- Payee's Name
- Students name & Camp week
- Pay to the order of LCS (Leon County School's)

Receipts and tax letters will only be made out to the payee. This is non-negotiable

EXAMPLE OF RECEIPT OF PAYMENT

KATE SULLIVAN ELEMENTARY EDEP RECEIPT		RECEIPT NO. 1111
Payee Name: <u>John & Jane Doe</u> Student Name: <u>Jillian Doe</u>		KATE SULLIVAN ELEMENTARY EDEP No. 0031 927 Miccosukee Road Tallahassee, FL 323308
DATE: August 19, 2018	DESCRIPTION	
Tax ID No. 59-6000-709	<i>After-School Tuition Cycle</i> ① 2 3 4 5 6 7 8 9 10	\$ 160.00
Grade: K 1 2 3 4 ⑤	<i>Before-School Tuition Cycle</i> 1 2 3 4 5 6 7 8 9 10	\$
Rate: SIB LCS PCF PCR ELC	<i>Summer Camp Tuition Week</i> 1 2 3 4 5 6 7 8	\$
Check Number: 2670 Money Order: _____	REG FEE LATE FEE DROP-IN EARLY RELEASE ACTIVITY FEE OTHER: _____	\$ 25.00
	SIGNATURE: <i>Ms. Menard</i>	
		\$ 185.00

IRS STATEMENT

The Federal Tax Identification number is 59-6000709.

Please keep your receipts for accurate records of your expenses.

Parents are required to wait for a receipt at the time of payment. Those not wishing to wait for a receipt will have their check or money order returned to them and their child's balance will be considered unpaid. **Payments may not be mailed in.**

Tip: Above is a copy of what your receipt will look like upon submission of payment. Please plan accordingly when submitting payment, be sure to allow up to 5 minutes for your receipt. Make sure to keep all receipts for your records. The tax ID number is located on all receipts. Tax letters are available upon request during tax season.

Making a Credit Card Payment

Credit Card Payments

- Go to the LCS website <https://www.leonschools.net/>
 1. Select the Parents and Students link, and click on Extended day Programs and payments.
 2. In the blue box on the left towards the top of the page, click on EDEP payment.
 3. Click on the Make a Payment option. You will be brought to the EDEP payment portal.
- 4. All information with a RED Asterisk is required information. If you are paying for more than one child, please include additional names and grades).
- 5. **It is critical that you select the right school from the drop down box.** Otherwise the payment will not be applied to your account.
- 6. You **MUST** include an email address to receive a receipt. We cannot create written receipts for online credit card payments. Please be certain that you double check your email for accuracy. In order to confirm payment.
- 7. Please print a copy of your receipts for your records.

Terms and Conditions:

- *Pricing varies by location. Contact Ms. Menard at Kate Sullivan at 850.488.1834 or menards@leonschools.net for your balance information prior to making a payment.*
- *No refunds are permitted after the first week of participation, except for the cases of prolonged illness (two weeks or longer) or family relocation. Requests for refunds should be made, in writing, to the school's EDEP manager.*
- ***No refunds will be allowed for any reason on money received for summer camp or activity fees.***

Credit Cards Disclaimer:

- *Disclaimer: The EDEP assumes no responsibility for incorrect information entered by customers. Customers are responsible for ensuring payments are made in sufficient time to meet required deadlines. Customers are responsible for printing and retaining the confirmation of their payment. Payments received after 4:30pm will be credited the next business day. Failure to understand any information provided herein will not constitute grounds for waiver of any penalties.*

Payments may be received until midnight on the day the tuition fees are due. Payments made after midnight on the due date will be considered late. Please print a copy of your receipt in order to have your student attend if when using this method, otherwise we won't be able to confirm receipt of payment until later.

If you have any questions or concerns please contact us at 850.488.1834

Payment feature is now live!!

We accept the following credit cards for EDEP payment





CYCLE PAYMENT CHART

CYCLE	PAYMENT DUE		LATE	CYCLE DATES
1	**At the time of Registration plus registration fee of \$25.00		August 13, 2018	August 13 - September 6
2	Friday	August 31, 2018	September 1, 2018	September 7 – October 3
3	Thursday	September 27, 2018	September 28, 2018	October 4 - October 30
4	Wednesday	October 24, 2018	October 25, 2018	October 31-December 3
5	Tuesday	November 27, 2018	November 28, 2018	December 4, - January 11
6	Monday	January 7 2019	January 8, 2019	January 14 – February 7
7	Friday	February 1, 2019	February 2, 2019	February 8 - March 6
8	Friday	March 1, 2019	March 2, 2019	March 7 - April 9
9	Thursday	April 3, 2019	April 4, 2019	April 10 - May 6
10	Tuesday	April 30, 2019	May 1, 2019	May 7 - May 31

Registration Fee: \$25.00 per household (Required at time of registration; No Discounts can be applied)

AFTER SCHOOL	AMOUNT	PC REDUCED	PC FREE
DROP IN	\$17.00 (per day/child)	N/A	N/A
1 CHILD	\$160.00	\$92.80	\$40.00
2 CHILDREN	\$304.00	\$174.00	\$80.00
3 CHILDREN	\$448.00	\$261.00	\$120.00
4 CHILDREN	\$555.00	\$348.00	\$160.00
BEFORE SCHOOL			
DROP IN	\$5.00 (per day/child)	N/A	N/A
1 CHILD	\$60.00	N/A	N/A
2 CHILDREN	\$114.00	N/A	N/A
3 CHILDREN	\$140.00	N/A	N/A

Note: For families with multiple children, each additional child is only allotted **ONE** type of discount. You cannot receive any combination of the sibling discount, multiple program discount, LCS employee discount, ELC, or Project Care together towards one child's fees.



****25% DISCOUNT FOR
LCS EMPLOYEES**

Children	After School	Before School
1 Child	\$120.00	\$45.00
2 Children	\$240.00	\$90.00
3 Children	\$360.00	\$135.00

Tip: Try setting a reminder of all tuition due dates, in your phone, planner & online calendar to avoid late fees.

Payment: The due date is the last day to make a payment. A \$10.00 late fee will be automatically assessed for fees paid after 6:00 p.m. on the due date. Tuition may be paid prior to the due date to avoid late payment charges. Students will not be allowed to return to the program until a payment and late fee is collected. Accounts must be at a zero balance for students to return.