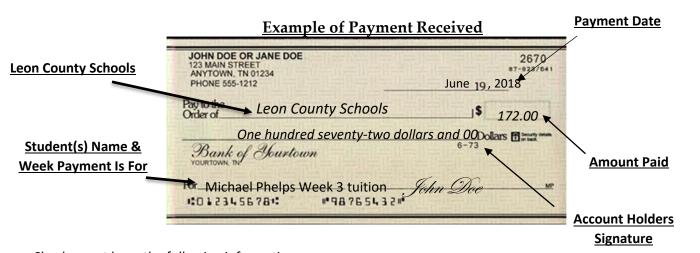
## Making a Payment with a Money Order or Check

### **Example of Money Order Payment Received:**



Money orders must have the following information:

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



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				
Payee Name: John & Jane Doe Student Name: Jillian Doe		KATE SULLIVAN ELEMENTARY EDEP No. 0031 927 Miccosukee Road Tallahassee, FL 323308		
<b>DATE:</b> August 19, 2018	DESCRIPTION		AMOUNT	
Tax ID No. 59-6000-709	After-School Tuition Cycle	(1) 2 3 4 5 6 7 8 9 10	\$ 160.00	
Grade: K12346)	Before-School Tuition Cycle	e 1 2 3 4 5 6 7 8 9 10	\$	
Rate:	Summer Camp Tuition Week	1 2 3 4 5 6 7 8	\$	
SIB LCS PCF PCR ELC  Check Number: 2670  Money Order:	REG FEE LATE FEE DROP-IN EARLY RELEASE ACTIVITY  FEE OTHER:		\$ 25.00	
	SIGNATURE: Ms. Menard		\$ 185.00	

### IRS STATEMENT

The Federal Tax Identification number is 59-6000709.

<u>Please keep your receipts</u> for accurate records of your expenses.

Parents are <u>required</u> 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 <u>unpaid</u>. 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 <a href="https://www.leonschools.net/">https://www.leonschools.net/</a>
  - 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.

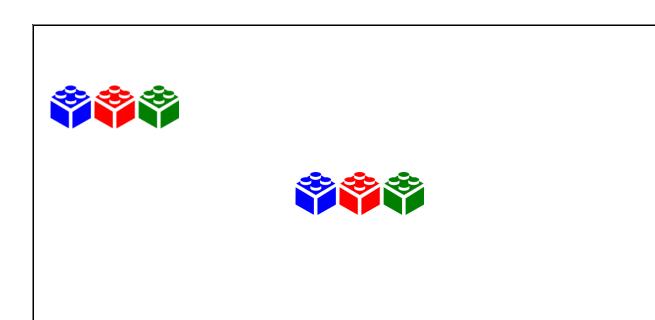
#### **Credit Cards Disclaimer:**

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





## CYCLE PAYMENT CHART

<b>CYCLE</b>	PAYMENT DUE		<b>LATE</b>	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)

<b>AFTER SCHOOL</b>	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
<b>BEFORE SCHOOL</b>			
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.