2017 Summer Financial Handbook for Parents

Finance Office ~ PASAR   (469) 752-8915
Monday – Friday, 8 AM – 5:00 PM

Summer Hours for June 5 – July 14
Monday – Thursday, 8 AM – 5:00 PM
(Closed Monday & Tuesday, July 3 & 4)

Important Notice:
Plano ISD Board of Trustees policy promotes mutual respect, civility, and orderly conduct among District employees, parents and the public. The District encourages positive communication and discourages volatile, hostile, or aggressive actions. The District seeks and encourages patrons to cooperate with this endeavor. (Reference PISD Board Policy GKA (LOCAL)

Teamwork for Excellence

PLANO
Independent School District
HOW TO REGISTER AND PAY FOR SUMMER PASAR

1. Summer enrollment occurs online only inside the Parent Portal by parents/legal guardians.
2. Inside the portal, select PASAR > Payment and Registration > Click on ASC Summer Enrollment tab.
3. Full amount of tuition for all weeks enrolled must be paid online for enrollment to be successful.
4. To enroll for additional weeks, log on again to the portal and follow directions in #2 above.
5. Because PASAR is a pre-paid program, payment is required for enrollment(s) to be successful.
6. No registration fee is charged for Summer PASAR – only the weekly fee(s).
7. Visit our Website to learn more about Summer PASAR.
8. Important: Paying summer tuition at the ASC Payment tab inside the portal does not enroll your student for Summer PASAR. This tab only accepts payments online – no enrollment occurs!
9. For any parent/guardian who has an outstanding balance, this balance + summer tuition for week(s) enrolled must be paid online at time of summer enrollment for summer enrollment to be successful.

IMPORTANT INFORMATION TO KNOW

- Only enrolled Plano ISD students who have completed PK through 5th grade are eligible to enroll in 2017 Summer PASAR.
- Deadlines to enroll and/or cancel are firm.
- No transportation is provided for Summer PASAR. Parents are responsible for all transportation to and from PASAR.
- No drop-ins. No refunds and no cancellations – after deadlines.
- No multiple student discounts offered for Summer PASAR.
- All forms can be found on our Website.
- No money for PASAR can be accepted by any PASAR site staff member or campus staff member.
- For the safety and security of all, students must be enrolled and on the PASAR roster before attending.

HOW TO CANCEL SUMMER ENROLLMENT

- Important: Cancellation of summer week(s) cannot occur online.
- Complete and follow the instructions at the top of the Cancellation Request form found on our Website.
- A credit will be issued to the account for the canceled week if submitted by deadline.
- The credited amount can be left on the account to be used for future tuition or drop
- customer can request refund. See the information under REFUNDS below.

REFUNDS

No refunds or credits will be given to accounts due to non-attendance in any of our programs. Customers with credit balances on accounts can request a refund by completing the form, Request for Refund, found on our Website; follow instructions on form to submit to Finance Office. Refund requests are processed once a month and can take up to six weeks.

LATE PICK UP FEES

- A $25 late pick-up fee is charged for students picked up 1-10 minutes past 6:30 p.m., on Monday-Thursday or past 6:00 PM on all Fridays.
- A fee of $1 is charged for each additional minute, past the first 10 minutes, until student is picked up.
- All late pick-up fees are required to be paid within 2 calendar days of date of occurrence.
- Students are subject to removal from Summer PASAR if late pick up fees are not paid within two (2) calendar days.

DISCOUNTED TUITION RATES

- There are no scholarships or grants available through the Finance Office for PASAR students.
- Discounted rates are offered if parent/guardian qualifies as described below and will be reflected online when enrollment occurs:
  - Employee –
    o Parent/legal guardian must be a contracted, full-time PISD employee; employment is verified online.
    o The PISD employee MUST be the parent enrolling online to be recognized and must be the financially responsible customer for PASAR to receive Employee discounted rate.
    o PISD Subs, Adult Temps and/or part-time employees do not qualify to receive Employee discounted rate for PASAR.
  - Free Lunch or Reduced Lunch Tuition Plan –
    o If the student qualifies for either of these rates, this will be indicated in the online enrollment system automatically.
The rate at time of enrollment is the rate charged for Summer PASAR.
No refunds, adjustments or credits are given to PASAR accounts retroactively, if rates change after enrollment.

**STATEMENTS**

- Monthly statements are available online inside the Parent Portal. The PASAR customer will log on to the portal, select PASAR, and click on the ASC Statement tab to view/print each statement available.

**INCOME TAX INFORMATION**

- Check with your tax preparer for tax filing deductions.
- Obtain the amount paid from PASAR statements, your credit card statements, and/or bank statements for your back-up.
- Child Care Provider: Plano ISD/PASAR, 2700 West 15th Street, Plano, TX 75075
- Plano ISD Tax ID for after school care is 75-6002252.
- PASAR Finance Office does not provide an end-of-year summary for tax purposes.