

2018-19 PASAR AGREEMENT OF SERVICES

READ each statement below carefully to acknowledge you **FULLY UNDERSTAND** your responsibilities under this agreement:

1. I acknowledge that I am financially responsible for all fees charged to my account in accordance with this agreement and PASAR policies. Registration fees are **non-refundable**. Should I request copies of PASAR documents (including but not limited to printed statements, verification, and signature(s) for flexible spending account records), I will be required to pay all fees associated with the copies and my PASAR account must be current prior to the release of any requested documents.
2. I will remain financially responsible for ALL fees unless I contact the PASAR Finance Office and provide written notification that I need to **cancel** services or **change enrollment** plans for my student by the established deadlines (see #7 below). My financial responsibility exists regardless of my student's attendance as long as he or she is enrolled in PASAR.
3. **READ CAREFULLY: PASAR is a pre-paid program and monthly tuition is due by the first of each month or by student's start date, whichever occurs first.** The Finance Office will send one friendly email reminder to each designated financial customer at least one day prior to last day of month stating tuition is due by the first of next month. PASAR accounts not paid by the **fifth** of each month will automatically be charged a \$25 late payment fee. For those accounts not paid by the **fifth**, an email will be sent by a PASAR Finance Office team member to customers providing a **specific deadline to pay or student will be removed due to nonpayment of monthly or drop-in fees.**
4. If enrolling in the Regular Plan with **a start date in August**, payment is expected by the student's start date or by 5 PM (CST) Wednesday prior to first day of school/PASAR, whichever occurs first. The August and September monthly fees are combined into **one monthly fee**.
5. If my student is enrolled in the Drop-in Tuition Plan with a start date in August, the minimum payment deposit of **\$150 per student** is required **prior to 5 PM (CST) on Wednesday, August 8, or before my student's start date, whichever occurs first** (start date is the date entered online at time of enrollment). It is my responsibility to keep track of drop-in attendance. When payments are made throughout the school year, the payment must include the balance due, plus all days attended but not billed, plus the **\$150 minimum** deposit per student to ensure funds are available in my account for future attendance. I understand I must contact my student's PASAR site staff 24 hours in advance in order for my student to attend.
6. I understand Holiday Care is an **additional** fee and not included in my monthly or drop-in fees. I further understand I can enroll my student for Holiday Care online and pay online at time of enrollment. I understand to cancel any Holiday Care session, I must print, complete, and submit the Holiday Care Cancellation form to the Finance office prior to the established deadline for any of the Holiday Care sessions. The Holiday Care Cancellation form is on the PASAR website.
7. **IMPORTANT: Verbal notification of enrollment changes/withdrawal is not sufficient** to alter my obligations under this agreement, and this includes verbal notification to the PASAR site staff. All changes must be submitted to the Finance Office **in writing** using the Change of Service Form by the established deadlines and all accounts must be brought current at the time of change or withdrawal. If I need to **change** my student's enrollment, I must abide by the billing rules established below:
 - **Changes in enrollment:** a \$25 fee is charged and account must be current. The form must be received by the 1st of the current month to be effective the 16th of the current month; or, received by the 15th of the current month to be effective 1st of the next month. The online form is available 24/7 and must be submitted by the designated financial customer by established deadline dates. Submitted form must meet the deadline regardless if Finance Office is open on the deadline date, including weekends and holiday dates. Deadlines are enforced.
 - **Resume enrollment:** Can be effective within 48 hours based on the date the form is received in the Finance Office. Either a full month or one-half month tuition must be paid prior to submitting form since the amount of the tuition is based on the date the student resumes. If a student was removed due to non-payment, the \$25 late payment fee charged, plus any outstanding balance, and the tuition due based on the resume date must be paid before student can resume – no exceptions.
 - **Withdrawals:** No fee is charged but account must be current. The form must be received by the 1st of the current month with payment of one-half monthly tuition, to be effective the 15th day of the current month; **OR**, form must be received by the 15th of the current month, to be effective the last day of the current month (30th/31st).
8. The PASAR Parent Financial Handbook, the PASAR Parent Handbook, and the **complete** online Agreement of Services at time of enrollment are incorporated into this agreement by reference. I understand it is my responsibility to **obtain, read** and **follow** the financial procedures and business rules outlined in all three referenced documents so my student can participate in PASAR. I further understand that my failure to follow the policies and procedures outlined in the PASAR Parent Financial Handbook, the PASAR Parent Handbook and the complete Agreement of Services may lead to my child being withdrawn from the program. Both handbooks and Agreement of Services can be found at www.pisd.edu/pasar
9. I understand the PASAR Finance Office's primary method of contacting customers is by the email address provided by each customer online inside the portal and it is my responsibility to ensure my contact information is up to date. If I want to be contacted by a method other than email, I must notify the Finance Office in writing and provide the contact information.
10. Employment termination exception: If termination of employment occurs for me or my spouse, I have the option of withdrawing my student from PASAR immediately and incurring no additional fees if I promptly provide the Finance Office within seven calendar days from date of job loss these items: (1) the official termination letter or similar documentation and (2) written notification of my intent to withdraw my student immediately using the Change of Service Form. I further understand I must adhere to the deadlines in #7 above, and I am financially responsible for all fees incurred, until the termination letter and written notification of intent to withdraw are received. All accounts must be brought current at the time of withdrawal.