**Summer School Refund/Transfer Procedures**

**Note:** We are not refunding registration fees unless the class is cancelled by BISD. Tuition for Summer School will not be refunded if the student drops the class after Thursday, June 9th. Online computer lab fees will not be refunded if the student drops the class after Tuesday, June7th.

Refund

In the event a student is requesting refund of their summer school payment, the following procedures should be followed:

A “Summer School Refund/Transfer Form” should be completed. Document the date of request, student name, and processor name (person completing the form) as well as the reason for the refund. Next complete the original payment information section including: amount, receipt information, form of payment.

If the original payment was made by:

* Cash/Money Order/Check: Attach a copy of the original receipt. The refund will be made in the form of a check. If the original payment was made by check, a refund will not be processed until 14 days after the date of the receipt **unless** proof is provided that the check has cleared the bank.
* Online/Credit Card: Attach receipt for the original payment. The payment will be refunded to the card on which the original payment was made. Any transaction fees paid will not be refunded.

Lastly, complete the refund payment information section. Indicate the amount and the person to whom we are issuing the refund. If the refund is being made by check, document the address to where the check should be mailed.

Forward the form and any supporting documents to the Treyonne Peart for processing.

Transfer

In the event a student is transferring from a summer school class to an online class or vice versa, the following procedures should be followed:

A “Summer School Refund/Transfer Form” should be completed. Document the date of request and student name at the top of the form as well as the type of transfer. Next complete the original payment information section including: amount, receipt information, form of payment. Lastly, indicate the amount in the transfer information section.

Forward the form and any supporting documents to the Treyonne Peart for processing.

Returned Checks

When the Business Office is notified of a returned check, the information will be forwarded on to the Summer School Principal. The Summer School Principal or his/her designee should research the returned check and contact the student/parents to obtain payment for the amount that was returned.

If you have any questions about the above procedures, please contact Treyonne Peart.