

INITIATE A REFUND

Completed Refund Form will need to be received from Parent/Guardian/Student. Form can be obtained from bookkeeper/secretary.

Pasadena Independent School District
Summer High School 2014
Tuition Refund Request

WITHDRAWAL & REQUEST FOR REFUND

- Full refunds of tuition will be provided upon request through **Monday, June 09, 2014 at 3:30 P.M.**
- Tuition paid in cash will be refunded in the form of a district check that will be mailed to the address provided below.
- Tuition paid by credit or debit card will be applied back to the card of payment.
- Parent/guardian will need to complete a **Tuition Refund Request** form to receive a refund and show receipt of payment.
- If no action is taken by the parent/guardian to withdraw and request a refund by **Monday, June 09, 2014 at 3:30 P.M.**, then the student will be dropped from summer school with **NO REFUND**.
- Counselors may initiate tuition refunds through **Monday, June 09, 2014 at 3:30 P.M.** for students who passed courses and/or STAAR EOC exams and no longer need to attend summer school.
- Students removed from summer school for non-attendance or discipline reasons will **NOT** be given a refund.

Course: _____ Session (S/Wk/Del): A or B or C Drop Date: _____
Course: _____ Session (S/Wk/Del): A or B or C Drop Date: _____
Home Campus: _____ Student ID: _____
Student Name: _____
Reason for Refund Request: _____

MAKE CHECK PAYABLE TO:

NAME: _____
ADDRESS: _____ APT #: _____
CITY: _____ STATE: _____ ZIP CODE: _____
HOME/CELL #: _____ WORK #: _____ EMAIL ADDRESS: _____
Parent/Guardian Signature: _____ Date: _____

FOR COUNSELOR USE ONLY

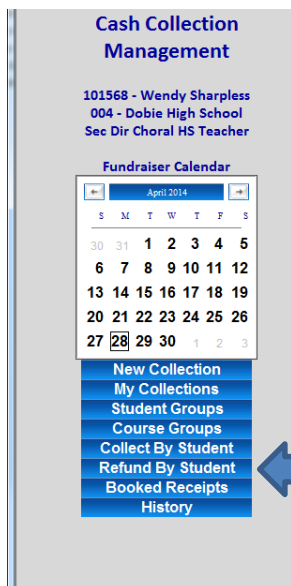
Counselor "dropped" the class(es) in the Summer School System Initiated "Cash Payment" refund in Lawson
Counselor Signature: _____ Date: _____

FOR BOOKKEEPER USE ONLY

Date Request Received: _____ Receipt #: _____
Form of Payment: Cash Payment Credit/Debit Card Payment Amount of Refund \$ _____
 Bookkeeper "refunded" the tuition in the Summer School System Processed refund in Cash System or RevTrak
Refunded By: _____ Date: _____

Go into the Cash Collection System. Once in the Cash Collection follow the following:

Click on **Refund by Student**



Fill "Student ID:" or "Combination of a Name" that is in need of a refund.

Cash Collection Management - Internet Explorer, optimized for Bing and MSN

Cash Collection Management

101568 - Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

April 2014						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

- New Collection
- My Collections
- Student Groups
- Course Groups
- Collect By Student
- Refund By Student
- Booked Receipts
- History

Use this form to refund a specific student. Enter a Student ID or any combination of the student's name. A list of valid matches will be displayed. You can only refund money that you have personally collected and reconciled with the bookkeeper.

Student ID:


or...

First Name:

Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.



Click on **Submit**

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Use this form to refund a specific student. Enter a Student ID or any combination of the student's name. A list of valid matches will be displayed. You can only refund money that you have personally collected and reconciled with the bookkeeper.

Student ID:


or...

First Name:

Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.



Click on **Select** for designated student

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Use this form to refund a specific student. Enter a Student ID or any combination of the student's name. A list of valid matches will be displayed. You can only refund money that you have personally collected and reconciled with the bookkeeper.

Student ID:

or...

First Name:


Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

Results

Student Nbr	Student Name	Birth Date	Grade Level
375	<input type="text"/>	03/15/1998	10

[select](#) 

Enter **Email Address**

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- New Collection
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Student Picture

Student Name:

Student DOB: 03/15/1998

Student Grade Level: 10

Email Address: 

Comment:

required

Open Collections

Owner	Collection	Description	Type	Default	Collected	Pending	Refund Amt	Include
SHARPLESS	Express Festival Brochure		Fundraiser	\$0.00	\$53.00	\$0.00	0	<input type="checkbox"/>
SHARPLESS	Summer School 2014	Summer School		\$0.00	\$68.00	\$0.00	0	<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the refund will not be recorded.

Enter Comment (Required)

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- New Collection
- My Collections
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- Collect By Student
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- Booked Receipts

Student Picture

Student Name:

Student DOB: 03/15/1998

Student Grade Level: 10

Email Address:

Comment:

Comment: required

Open Collections

Owner	Collection	Description	Type	Default	Collected	Pending	Refund Amt	Include
SHARPLESS	Express Festival Brochure		Fundraiser	\$0.00	\$53.00	\$0.00	0	<input type="checkbox"/>
SHARPLESS	Summer School 2014	Summer School		\$0.00	\$68.00	\$0.00	0	<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the refund will not be recorded.

Find Collection that needs a refund.

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- New Collection
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- Collect By Student
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- Booked Receipts

Student Picture

Student Name:

Student DOB: 03/15/1998

Student Grade Level: 10

Email Address:

Comment:

Comment: required

Open Collections

Owner	Collection	Description	Type	Default	Collected	Pending	Refund Amt	Include
SHARPLESS	Express Festival Brochure		Fundraiser	\$0.00	\$53.00	\$0.00	0	<input type="checkbox"/>
SHARPLESS	Summer School 2014	Summer School		\$0.00	\$68.00	\$0.00	0	<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the refund will not be recorded.

Enter Refund Amount

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- New Collection
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Student Picture

Student Name:

Student DOB: 03/15/1998

Student Grade Level: 10

Email Address:

Comment: Will not be available to attend B session will be going on vacation
required

Open Collections

Owner	Collection	Description	Type	Default	Collected	Pending	Refund Amt	Include
SHARPLESS	Express Festival Brochure		Fundraiser	\$0.00	\$53.00	\$0.00	0	<input type="checkbox"/>
SHARPLESS	Summer School 2014	Summer School		\$0.00	\$68.00	\$0.00	60.00	<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the refund will not be recorded.

Check box for Include

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Student Picture

Student Name:

Student DOB: 03/15/1998

Student Grade Level: 10

Email Address:

Comment: Will not be available to attend B session will be going on vacation
required

Open Collections

Owner	Collection	Description	Type	Default	Collected	Pending	Refund Amt	Include
SHARPLESS	Express Festival Brochure		Fundraiser	\$0.00	\$53.00	\$0.00	0	<input type="checkbox"/>
SHARPLESS	Summer School 2014	Summer School		\$0.00	\$68.00	\$0.00	60.00	<input checked="" type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the refund will not be recorded.

Click Refund

The screenshot shows the 'Cash Collection Management' web application. On the left is a navigation menu with options like 'New Collection', 'My Collections', 'Student Groups', 'Course Groups', 'Collect By Student', 'Refund By Student', 'Booked Receipts', and 'History'. The main area displays student information: Student Name (empty), Student DOB (03/15/1998), Student Grade Level (10), and Email Address (empty). A comment field contains the text 'Will not be available to attend B session will be going on Vacation' with a 'required' label. Below this is a table titled 'Open Collections' with columns: Owner, Collection, Description, Type, Default, Collected, Pending, Refund Amt, and Include. The table has two rows: one for 'Express Festival Brochure' and one for 'Summer School 2014'. A 'Refund' button is located below the table, with a blue arrow pointing to it. A note below the table reads: 'Be sure to check the "Include" box on any lines you want to record. Otherwise the refund will not be recorded.'

Owner	Collection	Description	Type	Default	Collected	Pending	Refund Amt	Include
SHARPLESS	Express Festival Brochure		Fundraiser	\$0.00	\$53.00	\$0.00	0	<input type="checkbox"/>
SHARPLESS	Summer School 2014	Summer School		\$0.00	\$68.00	\$0.00	60.00	<input checked="" type="checkbox"/>

Refund form will need to be given to the bookkeeper/secretary in order for a refund to be processed to the student.

The individuals that can return money back to students and parents are bookkeepers/secretaries.