

GENERAL TERMS & CONDITIONS

1. **Only the Enrolling Adult is authorized to complete the Cobb Schools ASP registration** and maintain the associated Eleyo account.
2. The **Enrolling Adult** as defined by Cobb County School District Policy is the parent/guardian with whom the student resides and who enrolled the student in school.
3. The same behavior and health/safety expectations apply in ASP as during the regular school day.
4. Enrolling Adult agrees to maintain the authorized ASP pick up contacts.
5. Enrolling Adult agrees to follow the local school's transportation procedures when making changes to my child's transportation & bus schedule.
6. Cobb Schools ASP Eleyo Authorized pickup must present identification at pickup. Each student must be signed out at the ASP desk every day.
7. Students may be suspended or withdrawn from the After School Program for the following reasons:
 - Three Late Pick-ups
 - Invoices Past Due/Non-Payment of Invoices
 - Discipline Problems
 - Principal's Discretion
8. If an emergency occurs that threatens the welfare of a student, a school official will contact the Cobb County Police Department. Late pick-up from ASP may be considered such an emergency.

ASP BILLING POLICY

ASP is a self-supporting program and receives no support from taxpayer funds, therefore it is critical to the ongoing success and sustainability of the program that all participants pay their invoices in a timely manner.

• FEES

- **Annual Registration Fee: \$20.00 per student, non-refundable.**
- **Tuition Rate: \$10.00 per day, per student** - only charged for the days on which your student attends ASP.
- **Late Pick Up Fee: \$1.00 per minute, per student** will be charged **for every minute past 6:00 PM** according to the school clock.
- **Late Payment Fee: \$1.00 per week** will be charged to past due accounts not paid in full by Tuesday of each week.

• INVOICE & PAYMENTS

- Invoices are generated and emailed on Monday for the prior week's attendance, plus applicable adjustments.
- **Invoice Payment Due Date:** Payments are **due in full on Tuesdays** of each week and the card on file for auto-payment will be charged on Tuesday for that week's invoice.
- **Online Payments: Payments made with Credit card and ACH/electronic check payments will be subject to a 4.75% processing/program fee.**
- **Cash or Check Payments:** May be made directly to your school's program with no processing/program fee. Please see your ASP Director for more details.
- **Failed Autopay Payments:** If the saved payment method on file fails when the payment is due, an updated, valid payment must be saved to the account. If the account incurs **two failed payment attempts, autopay will be disabled**, and Enrolling Adult will be required to pay the outstanding balance in full before the student can return to ASP. Future tuition payments will also have to be pre-paid for the student to continue attending ASP.
- **Past Due Accounts:** Accounts with a past due balance and who fail to pay the outstanding balance within two full weeks, will be contacted by a school Administrator and will be required to pay the outstanding balance in full before the student can return to ASP. Future tuition payments will also have to be pre-paid for the student to continue attending ASP.

FAILURE TO PAY OUTSTANDING BALANCES WILL RESULT IN YOUR STUDENT BEING WITHDRAWN FROM ASP