



KEYS ADD FORM 2022-23

*Use this form to add classes from **September- April.***

Summer: Sign in to your account on the KEYS website and add the class yourself. KEYS will email your invoice once it has been processed.

Beginning September 8, 2022: You must fill out this form and obtain the teacher's permission *with their signature* to add the class.

- You will have to pay the GFP + the current month's tuition
- **Payment in cash, check, or credit card must accompany this form**
- Teacher's permission is required

STUDENT NAME: _____

CLASS TITLE: _____

CLASS TIME: _____

EFFECTIVE DATE: _____

CLASS COST: _____

| | | |
|--|--|-------------------------|
| Academic classes = \$119.70 <i>(includes ASL)</i> | Fine Arts classes = \$109.20 <i>(includes Tech Theater)</i> | Drama classes = \$98.70 |
| <i>The amounts above reflect the GFP (Good Faith Payment) + current month's tuition + 5%</i> | | |

PARENT SIGNATURE: _____

TEACHER'S SIGNATURE: _____

OFFICE USE ONLY

DATE RECEIVED BY KEYS OFFICE: _____

| Quickbooks | | Website | |
|------------|--|--------------|--|
| | Change recurring transaction (monthly invoice) | | Sept-April: log in as parent and add class |
| | Invoice May tuition (GFP) | | If student was on waitlist, update list |
| | Invoice current month's tuition | Other | |
| | Record payment received | | Notify teacher |
| | | | Record teacher pay adjustment |