



KEYS ADD FORM

Log on to your account on the KEYS website and add the class yourself. Then complete this form and return promptly (within 5 business days) to the KEYS office with applicable payment.

STUDENT NAME: _____

CLASS TITLE: _____

CLASS TIME: _____

EFFECTIVE DATE: _____

CLASS COST: Tuition _____

5% processing fee _____

Total monthly cost _____

PARENT SIGNATURE: _____

TEACHER'S SIGNATURE: _____

(required to add a class after classes begin in September)

Applicable payment must accompany this form. If adding prior to Sept 1, submit Good Faith Payment (May tuition). If adding after Sept 1, submit two month's tuition (May and current month's tuition).

OFFICE USE ONLY

DATE RECEIVED BY KEYS OFFICE: _____

QuickBooks Tasks

_____ Change recurring trans (mthly invoice)

_____ Invoice May tuition (GFP)

_____ Invoice current month's tuition

_____ Record payment rec'd

_____ Record teacher pay adjustment
(if added after mthly payroll)

KEYS Website Tasks

_____ Verify class has been added correctly

If not: _____ Space available?

_____ log on as parent / add class

KEYS Office Tasks

_____ Update schedule in paper files