



Program Participation Invoice

This invoice is provided for your student’s enrollment in the Science Club program provided by Science, Entertainment, and Design (SED). By attending the aforementioned program, you agree to SED’s terms as outlined in this document.

1. **Definitions:** The SED “year” commences in the summer, considered to begin the first Monday after the Coppell ISD school year ends. For billing purposes, “months” are considered to begin during the week that contains the first Monday.
2. **Registration Fees:** An initial registration fee (\$50) is applied to each household upon entering any SED program. This fee may or may not be waived under special offers provided by SED. Any registration fees paid after the start of the SED year are applicable to additional programs attended by a member of the same household throughout the same year of SED programming, but can not be applied towards special camps during Summer, Winter, Spring and Thanksgiving.
3. **Program Discounts:** SED offers the following discounts to members for most programs. Some programs may be excluded from eligibility for discounts at SED's discretion.
 - a. **Siblings Discounts:** Households that contain more than one SED member are eligible to receive a 10% discount for the second and subsequent household member's program fee. At least one household member must pay the full program price to receive sibling discounts, unless special arrangements are made with SED (e.g., financial aid). Discounts will be applied to the program with the lowest cost.
 - b. **Coppell ISD Employees:** Coppell ISD employees are eligible to receive a 50% discount for their children or legal wards, and restricted only to programs offered in respective school location. This discount supersedes and cannot be combined with sibling discounts.
4. **Holidays and Facility Closures:** For programs that take place on school campuses, SED observes the Coppell ISD calendar for all holidays and facility closures. For programs that take place at the SED Laboratory, SED observes Coppell ISD's schedule for Spring Break, Thanksgiving Break, and Winter Break; programs at the SED Laboratory will be suspended during these periods. Special programs such as day camps may be offered during these periods at the discretion of SED. In addition to the suspension of SED programs, the SED office will be closed on the days listed below. Additional closures may be announced.

Spring & Summer	Fall & Winter
New Year's Day Memorial Day Independence Day	Labor Day Columbus Day Thanksgiving Day The Day After Thanksgiving (“Black Friday”) Christmas Eve Christmas Day



- 5. **Cancellation Policy:** A) *After school programs:* SED members may suspend or cancel their membership at any time after beginning the program, but must provide at least one week of notice to SED. Prepaid charges excluding registration fees will be refunded as of the requested date of termination, or, one week from the date when SED was notified of program changes, whichever is latest. Suspended memberships may be reactivated at any time by paying a \$50 re-registration fee. At the end of the year, all registrations are automatically canceled and members must complete registration again for the next year of SED programs. B) *Seasonal Camps:* 3% cancellation fee or \$10, whichever is higher, will be charged if seasonal camp registration is cancelled any time before the early registration deadline. For cancellation made after the early registration deadline, 50% of the camp fee will be returned with two-week notice prior to the start of seasonal camp. No fees will be refunded once the program starts. If cancellations are made due to medical emergency (with documented proof) after the first day of seasonal camps, fees can be rolled over for subsequent SED camps.
- 6. **Credit for Absences:** SED will not offer credits or provide makeup classes, unless SED cancels the scheduled class because of unforeseeable and unavoidable circumstances. For extended travel plans or other planned schedule conflicts, members may suspend their account as described above.
- 7. **Late Fee:** All fees are to be paid forward within the first five working days of the month. Members will be charged a \$25 late fee if paid subsequent to the deadline. If fees remain unpaid for two-weeks, student registration will be voided and not be accepted in the class. Registration can be re-instated by paying \$50 registration fees. All camp fees are due by the Friday of the week prior to camp week. If fees are not paid by end of the first day of the camp week, a 25\$ late fee will be applied.

Automatic Credit Card Payments

SED members have the option to submit payments by check or credit card. Members' should ensure that payments made by check are received by SED within the first five working days of the month. The checks must be addressed to SED, and can be dropped at the camp location. To sign up for automatic payments, please verify the information provided during registration and complete the form below. You are not required to sign up for automatic credit card payments to participate in SED programs.

Part One: Member Information

SED Member(s): Click here to enter text.

School Name: Click here to enter text.

Payment Plan: Single student (Semester/Monthly fee) Sibling pair (Semester/Monthly fee)



Part Two: Payer Information (Note: All fields are required to enroll in auto-pay)

Name on Card: Click here to enter text.

Phone Number: Click here to enter text.

Address (include ZIP): Click here to enter text.

Part Three: Payment Information

By signing below, you authorize SED to charge your credit card each week, as described in the Member Information section described above. This charge will take place each Monday during weeks when the program is held for the duration of your membership. You also understand that requests for any credits, account adjustments, or cancellations must be made in advance of the scheduled payment as described on the front of this form.

Card Type: Visa MasterCard Discover American Express

Card Number: Click here to enter text. CVV: Click here to enter text.

Expiration Date: Click here to enter text. Today's Date: Pick a date

Signature: Click here to enter text.