KEYS ADD FORM 2024-25 rev. 9/9/24
*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 5, 2024: 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 = $126 (includes ASL)	*Fine Arts classes = $115.50*	*Drama classes = $105*
The amounts above reflect the GFP (Good Faith Payment) + current month's tuition + 5%		

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)		Disable registration
	Invoice current month's tuition		If student was on waitlist, update list
	Record payment received		Notify teacher
		Other	Record class enrollment adjustment
			Record teacher pay adjustment