



# IB Payment Plan Agreement

School Year: 2019-2020

Student Name: \_\_\_\_\_

Grade: 11 12

Parent/Guardian Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ (circle: parent student)

Best Phone to Use for Contact: (\_\_\_\_\_) \_\_\_\_\_ (circle: parent student)

Number of Exams\*: \_\_\_\_\_ @ \$119\* each ..... → Total Amount Due: \_\_\_\_\_

**\*Notes:**

Fees are only paid for exams that will be taken this year, in May 2020, which includes 1-year IB courses and the 2<sup>nd</sup> year of 2-year courses.

Students taking the 1<sup>st</sup> year of 2-year courses do not pay for the exam until the 2<sup>nd</sup> year.

For full IB Diploma Candidates only: The IB Core (ToK / CAS / EE) does not incur a fee.

- Please make certain that the total of all payments equals the total amount due above.
- Plan to make payments on or before the dates listed below.
- **Note: No reminders will be sent; please make note of these payment deadlines on your calendar.**

Due dates	2-Payment Plan**
Oct 1 <sup>^</sup>	1/2 total due:
Nov 1 <sup>^</sup>	1/2 total due:

<sup>^</sup>Payment can always be made earlier than this date.

**\*\*If you are applying for a Young Scholars Grant Scholarship – Please make your first payment by Oct. 1.**

Scholarship recipients are not eligible for F/R lunch; they will be notified as soon as possible after Oct 1; scholarship amounts are determined on a case-by-case basis and will vary.

## Payment Options

**CASH:** Be sure to have exact change.

**CHECK:** Make out to Brooke Point High School; be sure phone number is written on the check.

**CREDIT CARD:** Any number of whole exam fees can be paid via credit card (i.e. single exam payments cannot be broken into increments). **This option incurs a 4% convenience fee + a small transaction fee. These are non-refundable.**

**How to make a credit card payment:**

- Go to the BPHS home page and click on Students and Parents and then on Pay School Fees.
- Click on High School, and then select BPHS. Click on IB PER COURSE.
- Indicate the total # of exams the student is taking this year (see \* above), add to cart. Complete New User Profile if necessary, or log in.
- Add Student Profile: Enter first name, last name and student ID number. **DO NOT USE MIDDLE INITIAL.**
- Follow steps to check out.

## Agreement & Signature

*By signing below, I agree to the terms outlined in this payment plan. I understand that all payments must be made on time according to the schedule above, that the total must be remitted on or before November 1, 2019, and that no refunds are issued after January 1, 2020 (i.e. end of 1<sup>st</sup> semester) even if the course is dropped. I also understand that any IB course with exam fees outstanding after that date result in a student debt; students may not take those exams, and debt may prevent participation in Prom and Graduation.*

\_\_\_\_\_/\_\_\_\_\_  
Signature of parent or guardian / Date

\* \* \* \* \*

**Please sign and return a copy of this form to Mrs. Foley, Front Office.**

Questions or concerns?

Mrs. Foley's email - [foleyas@staffordschools.net](mailto:foleyas@staffordschools.net)

