



**LEBANON
CITY
SCHOOLS**

Treasurer's Office

700 Holbrook Avenue • Lebanon, Ohio 45036-1648
Phone (513) 934-5790 • Fax (513) 932-5906
www.lebanon.k12.oh.us

Student Fees

Dear Parent or Guardian:

Student Fees are used to pay part of the cost of essential classroom materials that are very important for your child's successful performance in school. The fee schedule for the 2009-2010 school year reflects no increase over the prior school year, and is shown on the attached fee schedule. We are constantly striving to hold costs down without sacrificing quality services to our students.

State law prohibits Lebanon City Schools from charging these fees to a student who receives Ohio Works First Payments from Warren County Job & Family Services (WCJFS). If your student is eligible for a waiver for these student fees because of receiving Ohio Works First (OWF), you must pick up an OWF Assistance Waiver from *any school building's office*. Request your WCJFS Caseworker to complete this form, sign it, and provide his/her office telephone number and the Case/Cat/Seq Number for verification purposes. Have your Caseworker complete a *separate form for each of your children* currently attending Lebanon City Schools. Return this form bearing the *original writing* and the *original signature of the WCJFS Caseworker* to the *school secretary* at your child's school.

These student fees are a one-time charge for the entire school year. You can help your child get off to a good start this year by paying the fees as early in the year as possible. If you are unable to pay the entire amount of fees in full at the beginning of the year, please contact the respective building secretary to set up a payment plan to ensure that the fees are paid in full by the end of the year.

Lebanon City Schools is happy to announce that we are providing parents an on-line system to pay your student fees. You may use your credit and/or debit card for the transaction. We cannot take credit card payments at our schools; this is only available over the internet. We will still accept cash and checks.

Parents who use the on-line system must first create an account. Once your child is entered into our computer system, he/she will be given a student ID number that you will need as part of the on-line registration. You may request that number from the building secretaries. No personal information about your student is available online. The district does not keep your credit card information on file, and you will need to re-enter your credit card # each time you use the online system.

You can access the new on-line payment website by going to our district website www.lebanon.k12.oh.us. You will then click on your child's respective school. Once there, you will click on the **SPS EZpay** logo to be transferred to the payment site. Complete the registration page, and add your child's names and ID numbers. Once you have registered and created a password, you will not need the student ID number again. You can check your child's account balances as long as you have access to the internet. You may also use the website www.866myezpay.com to go straight to the payment site.

Questions may be directed to your child's school or 1-866-MyEZpay (866-693-9729) or email at info@spsezpay.com. Payments made online will be credited by the end of the next business day. There is a convenience charge to use this system, and once you log in, you will be able to access the fee table.

We hope this will make payments easier and more convenient.

Fees not paid by the end of the school year will continue to roll forward with your child as he/she moves forward to each grade. If a child gets to the twelfth grade and there are still unpaid fees from his/her kindergarten year, the School District will not issue a diploma or provide copies of transcripts.

Should you have any questions regarding fees, waivers or EZPay, please contact your child's building secretary.

Sincerely,

Paul E. Sotzing
Treasurer/CFO
Lebanon City Schools