

The Leelanau School
Financial Authorizations
2023-2024

1. **Weekly Allowance:** Students may draw a cash allowance each week. This amount will be charged against the Personal Student Account (PSA) and distributed to the student on Fridays during the lunch hour.
2. **Cash Advance:** Parents may contact the Business Office via phone or email to authorize a cash advance for their student. Requests must be received no later than Thursdays at 3pm to ensure that money is available for the coming weekend. No cash advances or allowances can be distributed if the PSA reaches a negative balance.
3. **LeeShop:** Various school supplies and sundries are offered for sale in the school store. Shop sales are usually charged to the PSA but may be paid in cash. School clothing and other Leelanau gear are available as well. '
4. **Snack Bar:** The Snack Bar in the KAC is open a few evenings throughout the week, making snacks and drinks available for students to purchase. These charges may be applied to the PSA but may also be paid in cash.
5. **School Functions:** Periodically, students are charged fees for class trips, field trips, and FAU outings. This might include dinners with FAUs or ticket/entry fees to special events. These charges will be applied to the PSA.
6. **Weekend Activities:** Periodically, students will request charges to their PSA for weekend activities.
7. **Credit Card Information:** Credit cards will automatically be charged (for outstanding balance and 3.5% credit card fee) if PSA balance has a negative balance for two months in a row.
8. **Security Deposit:** I understand that I am to pay a \$250.00 security deposit at the time of my student's enrollment. This deposit will be used should there be any damages incurred to my student's room, or any other reason money is owed to the school after my student is no longer enrolled. Any unused balance will be refunded following proper dorm and Business Office checkout procedure at the end of the school year. Should your student be returning to Leelanau the following year, the Security Deposit will be held for the following school year.

Parent Signature

Date

Student Signature

Date

Parent Email for monthly statements of account

Parent's Mailing Address

Student Name

Cash allowance per week

Please note the choices below and select the PSA charging privileges for your student:

LeeShop

Full Charging Privileges (No charging limits)

Supplies (School supplies, laundry detergent, deodorant, soap, etc.)

School Supplies Only

Snack Bar

Yes

No

Weekend Activities

Full Charging Privileges (no advance contact with parents required)

Full Charging Privileges under \$50 per activity (no advance contact with parent required)

Parent contact required before charging

Credit Card Information

Name

Address

Credit Card Number

Expiration Date

Security Code