

Authorization for Payroll Deduction for ESD Tuition (2019-20)

Lewisville ISD Extended School Day

MONTHLY PAYROLL DEDUCTION

Employee Name _____ EP# _____

Employee's Campus _____

Employee's Position _____ Phone _____

Child(ren)'s Name(s) _____

ESD Campus _____ Monthly Pay Period (Select One): 1st 15th 20th

Total Monthly Tuition to be Charged (\$205 per child): \$ _____

Tuition payments for the LISD ESD Program may be made via payroll deduction according to these guidelines:

- You must complete all required registration paperwork through the ESD Office and choose the LISD Employee Monthly tuition option. Payroll deduction is only available to the LISD Employee Monthly tuition option.
- This option is not available for temporary or seasonal employees of the district, including substitutes.
- Your first tuition payment will be deducted **by payroll deduction May 2019** the remaining payments will be deducted September 2019 through April 2020.
- If you incur any service fees (late pick up fees, etc.) you must submit payment for these fees to the ESD office. These fees will not be deducted from your payroll.
- If you cancel your child's registration before the end of the school year, the ESD office will notify the Payroll office to discontinue the payroll deduction. Depending on when you cancel, it may not be possible to stop the deduction before the next pay period. If you are owed a refund, a check will be sent to you from the LISD business office and it may take up to 30 days for processing.
- If you no longer work for LISD, you must contact the ESD office immediately.

I agree to the guidelines specified above. I hereby authorize LISD to deduct the above indicated amount from my paycheck each month, on the 1st or 20th according to my pay date. The deductions will be made in the amount listed above, the first being May 2019 and the remaining payments September 2019 through April 2020 (9 total).

Signature _____

Date _____

ALL SIGNATURES MUST BE HANDWRITTEN

Office Use Only

Deduction Code: ESD-1: Schools B-G ESD-2: Schools H-M ESD-3: Schools O-W

Notes: _____