



# **SUMMER SCHOOL TUITION PAYMENTS**

## **MySchoolbucks Directions For Parents**





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## High School Summer School Tuition Payments

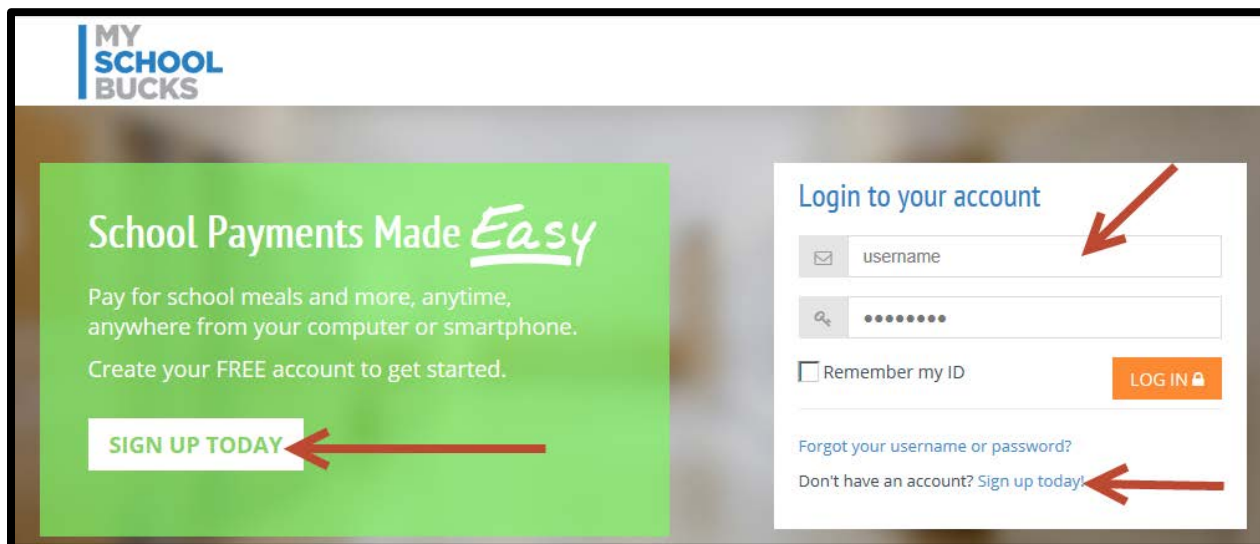
Payment for the high school summer school program will be made through mySchoolBucks ([www.myschoolbucks.com](http://www.myschoolbucks.com)), which is the same website used to place funds on students' cafeteria accounts and to pay for athletics participation fees. If you have not yet established an account for the family, establish an account with a login and password, add student(s) to the account, and begin to make payments. Both credit cards and e-checks are accepted.

### ESTABLISH AN ACCOUNT

Establishing an account and adding each student in the household to an account are extremely simple. Many parents have already established accounts and are using the system for cafeteria payments. Parents with an existing mySchoolBucks account should login under their established account.

To establish a new account, begin by clicking on [SIGN UP TODAY](#) to be guided through a series of screens and answer a few questions. You will be asked:

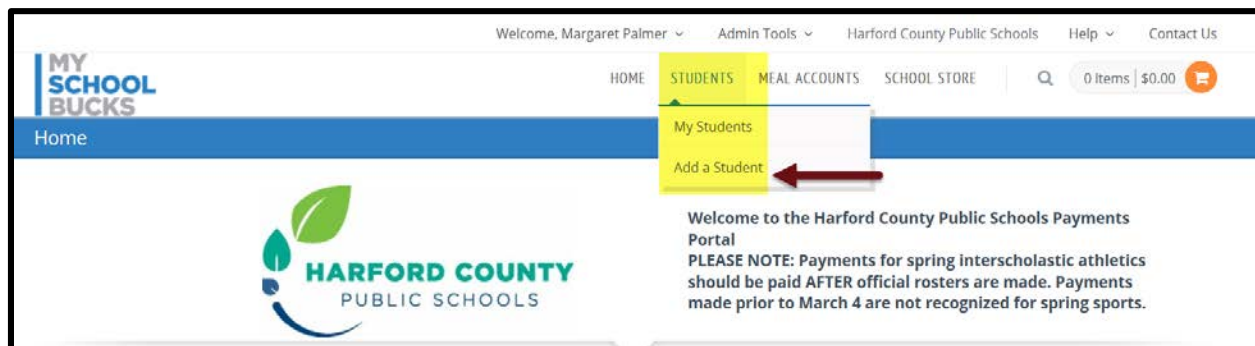
- State/Province: **Maryland**
- School District: **Harford County Public Schools**
- Enter personal contact information: **This information is the parent's information, not the student's**
- Create a **Login ID** and **Password**.
- To establish **security questions** for password re-set, if needed.





## ADD A STUDENT TO THE ACCOUNT

After the initial registration is finished, add your student(s) to the account. To do so, click on **STUDENTS**, which is across the ribbon on the top of the screen; select **Add a Student**.



To find a student, select the student's home school (not the summer school site for which they registered). Next, enter the student's first and last name. In addition, enter **EITHER** the student's birthdate **OR** student's ID number.

### Add Student

To add a student to your account please enter their name and identifying information.  
Harford County Public Schools

Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.

One of the following is required to validate your student

- or -

[Don't have your child's student ID?](#)



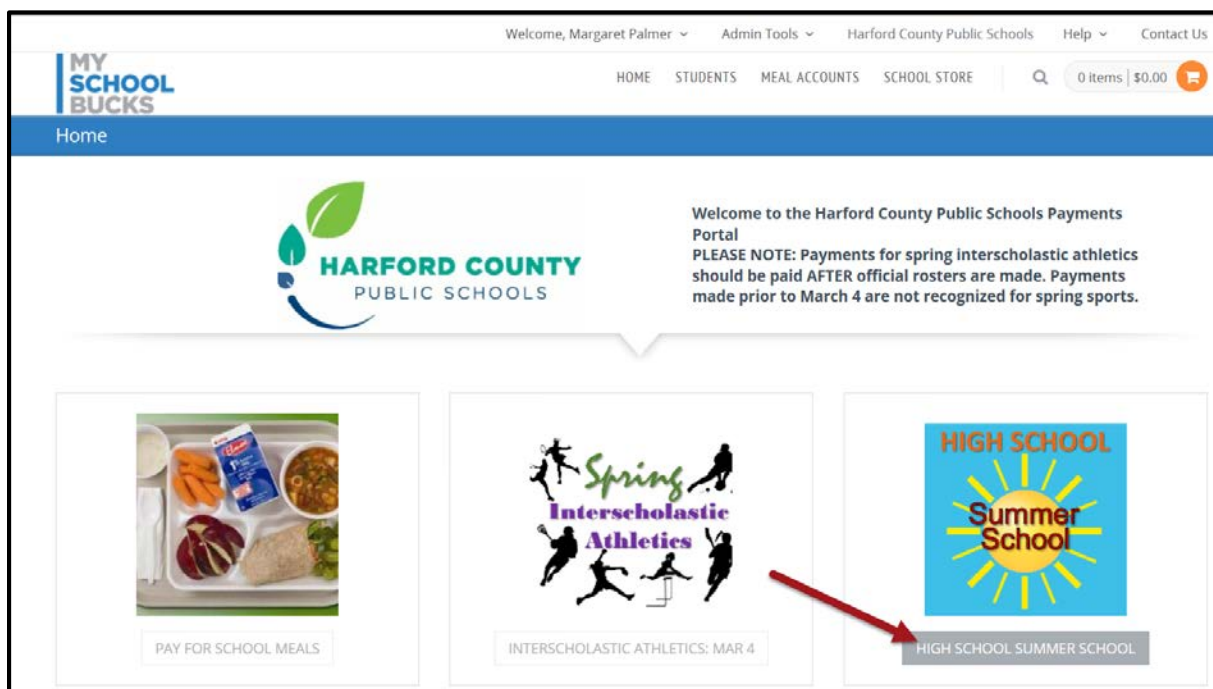
system's records as Mary Smith Jones, and the parent is attempting to add the student in mySchoolBucks as Mary Smith-Jones, the student's information will not be located and the student cannot be added to the mySchoolBucks account without some intervention.

If additional students need to be added to the account, click on **STUDENTS** and locate the student as described above.

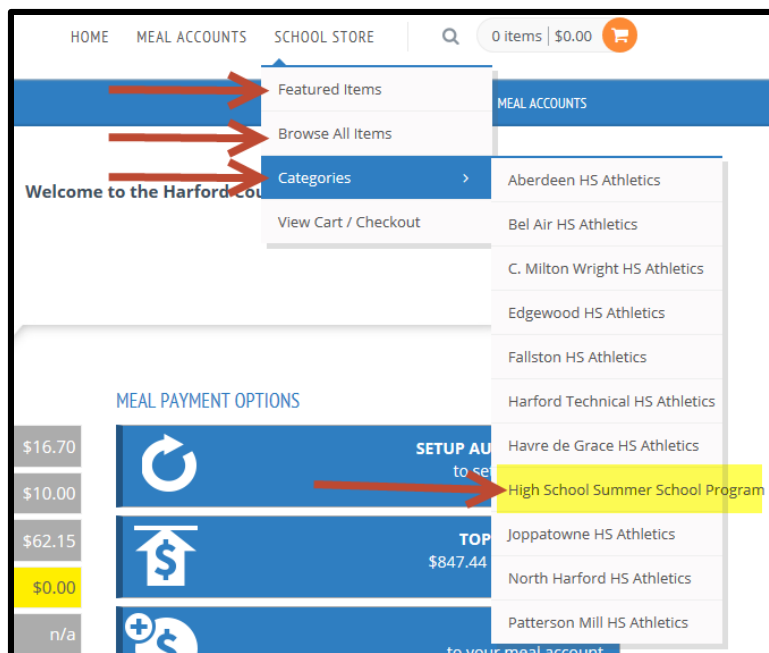
**IMPORTANT NOTE:** More than one adult can add a child to an account; therefore, both parents can separately establish accounts.

## **MAKING A PAYMENT**

Once a student(s) is added to the account, from the home page choose **HIGH SCHOOL SUMMER SCHOOL** or **SCHOOL STORE** in order to pay for high school summer school tuition. Parents can locate the High School Summer School Program options by clicking on Browse All Items or Categories. From there, the process is much like any other online purchase.



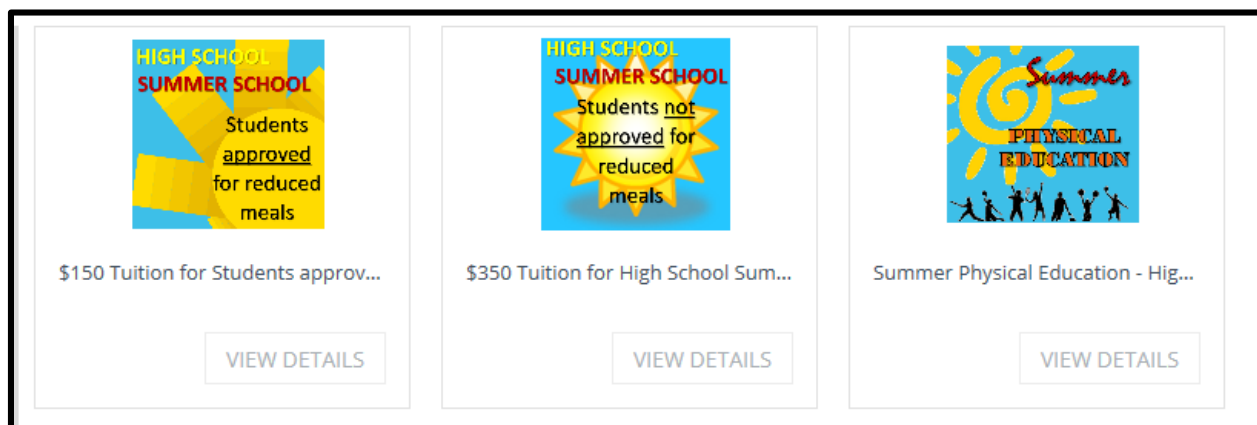
OR



Three tuition options will appear.

1. \$150 Tuition for Students approved for Reduced Meals—this tuition option should be chosen by families who have an approved Meal Benefit Application for reduced meals on file with the Harford County Public Schools Food and Nutrition Office. Application status will be verified.
2. \$350 Tuition for High School Summer School Program—this tuition option should be chosen by families who do not have an approved Meal Benefit Application for reduced meals on file with the Harford County Public Schools Food and Nutrition Office.
3. Summer Physical Education – High School

Choose the appropriate tuition.





At the next screen, be careful to choose the student for which you are paying tuition. Each HIGH SCHOOL student added to the account will be seen on the drop-menu. If you do not see your student, the student must be added to the account; see instructions [ADD A STUDENT TO THE ACCOUNT](#). In addition, at this point in the process, you will see a statement communicating that the tuition is nonrefundable, except for those students who are notified that they have passed the HSA exam for the course in which they have enrolled and paid. The statement on the screen should be carefully read. [ADD TO BASKET](#) must be clicked to progress to the next screen.

### \$350 Tuition for High School Summer School Program

Our Price \$350.00


Student

**Important: Please read**  
This payment screen is for those students who are **not approved** for reduced meal prices. If you are approved for reduced meal prices, return to the prior screen and choose the tuition payment for students approved for reduced meal prices.

Payment shall not be made until students have registered for a course and received notification that they are accepted into a summer school course. Payment of the High Summer School tuition is nonrefundable, except for those students who are notified that they have passed the HSA exam for the course in which they have enrolled and paid.

Refer to [www.hcps.org/students/summerschool.aspx](http://www.hcps.org/students/summerschool.aspx) for additional information, including the course schedule and attendance policy.

Be sure you are selecting the correct student to make tuition payment for high school summer school.





The next screen, My Basket, will contain all items chosen for payment. Carefully review to ensure accuracy of tuition amount and student name.

If correct, choose payment method, e-check or credit card, and input the correct account information. The last step is to **PLACE STORE ORDER**.

Name	Student	Unit Price	Quantity	Amount
\$150 Tuition for Students approved for Reduced Meals	DOE, JOHN	\$150.00	1	\$150.00

The tuition rate of \$150 is for students approved for reduced meal pricing. Eligibility for this rate will be verified; you will be contacted to make an additional \$200 payment if an approved application for reduced meal pricing is not on file with the Harford County Public Schools Food and Nutrition office. Payment in full is required prior to the first day of summer school.

Choose a payment method

E-CHECK  CREDIT CARD (VISA, MasterCard, DISCOVER)

Subtotal \$150.00  
Program Fee \$0.00  
Total \$150.00

Bank Routing Number

*Only U.S. bank accounts are accepted.*

Checking Account Number

Confirm Checking Account Number

Name on Account

Billing Address

**PLACE STORE ORDER**

*By clicking Place Order, you agree to our Terms of Service.*

A confirmation will be sent to the email address provided when the mySchoolBucks account was established.