



PAYMENT RESPONSIBILITY UPDATE FORM

Please fill out and submit the form below to change the contact responsible for payment to Illinois Virtual School from default school-based invoicing to individual student/guardian-based invoicing. **CHANGE OF PAYMENT RESPONSIBILITY IS EFFECTIVE FROM THE SUBMITTAL DATE.**

SCHOOL INFORMATION:

School Name _____ County _____

School Address _____

City _____ Zip _____

RCDTS _____

District Name _____

Upon signature and submission of this form, IVS will change the billing practice for new student enrollments, to invoicing students directly on an individual basis. Students/Guardians will be individually responsible for course fees, directly payable to IVS.

Students have two weeks from the start of the course to submit payment to IVS, either electronically or by money order/check. Electronic payment fees may apply.

Unpaid course enrollments remaining after the grace drop date (last day to drop without charge) will be dropped by IVS Administration. The enrollment will be reinstated if payment is received within 5 days of the drop.

BY SIGNING BELOW, THE BUILDING PRINCIPAL AGREES TO ALLOW ILLINOIS VIRTUAL SCHOOL (IVS) TO INVOICE STUDENTS DIRECTLY FOR ALL NEW ENROLLMENTS AND ASSOCIATED FEES, AND TO DROP UNPAID STUDENT ENROLLMENTS AFTER THE GRACE PERIOD HAS ENDED.

Building Principal Name (print/type)

Building Principal Signature

Date

Please sign and date form, and scan/email to Lpritchard@ilvirtual.org, or Fax to 1 (888) 440-7743.