

Marietta Community School

After and Before School Program: Billing Policy and Process

When registering your student for ASP/BSP, you will be required to save a card on file for auto-payment of your biweekly ASP/BSP invoice. As a part of our user agreement, all ASP/BSP accounts must remain enrolled in auto-pay for the duration of the ASP/BSP contract.

Online payments made with credit cards and/or ACH/electronic check will be subject to a 3.69% processing/program fee. You are only charged for the days in which your student attends ASP or BSP.

All After and Before School Program accounts will be invoiced twice a month on a Monday. Invoice payments are due the Wednesday after invoices are created. The card on file for auto-payment will be charged on Wednesdays after invoices are created. If you wish to make a payment with another card, log in to your account before the day an invoice is due to make a payment with a different card. All payments made online will include a processing/program fee. **Cash payments will not be accepted at each school.** To make a cash payment at the Community School office (368 Wright St), please contact drichardson@marietta-city.org. **If the saved payment method on file fails when auto-payment is due, or if the account is removed from auto-payment/no forms of payment are saved to the account, the account will be subject to a \$25 return payment fee. If your failed payment is made by ACH/Electronic Checking, you will be required to place another form of payment (non-ACH) on file for your account to be reinstated.**

Accounts with a past due balance will be withdrawn and students will not be allowed to attend ASP or BSP. Once a family is removed from the program for non-payment they can apply for a hardship registration but re-enrollment is not guaranteed.

If a student is removed for non-payment, it is the parent's responsibility to re-register their student online. There is a \$50 reinstatement fee per student. Registration must be completed by noon for the student to be eligible to attend the program the following school day.

Please review the invoice dates on the next page.

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2025-2026 ASP/ BSP Invoice Schedule

Accounts with a past due balance will be withdrawn and students will not be allowed to attend ASP or BSP. Families can apply for a hardship after being withdrawn from the program, however re-enrollment is not guarantee

INVOICE DATE (Mondays)	ATTENDANCE DATES (Previous 2 weeks of school)	AUTO PAY* (Wednesday)	LATE FEE (Thursdays)
August 11	August 1-8	Aug 13	Aug. 14
August 25	August 11-22	Aug 27	Aug 28
September 8	August 25-Sept 5	Sept 10	Sept. 11
September 22	September 8-19	Sept 24	N/A
October 13	September 29-Oct 10	Oct. 15	Oct. 16
October 27 (ELC & MSGa Only)	Oct. 13-24	Oct. 29	Oct. 30
October 27 (Elementary Schools- not MCAA)	Oct. 13-24* *This invoice only includes both ASP and BSP charges for the week of 10/20-24, and only BSP charges for 10/13-17, since Conference Week is prepaid.	Oct. 29	Oct. 30
October 27 (MCAA Only)	Oct. 14-25* *This invoice reflects both ASP and BSP charges during the week of 10/13-17, and only BSP charges for the week	Oct. 29	Oct. 30

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	of 10/20-24 since Conference Week is prepaid.		
November 10	Oct 27-Nov 7	Nov. 12	Nov. 13
November 24	Nov. 10-21	Nov 26	N/A
December 15	Dec. 1-12	Dec. 17	Dec. 18
January 12	Dec. 15-19, Jan 7-9	Jan. 14	Jan. 15
January 26	Jan. 12-23	Jan 28	Jan 29
February 9	Jan 26- Feb 6	Feb. 11	Feb. 12
March 2	Feb. 9 – 27	Mar. 4	Mar. 5
March 16	Mar. 2-13	Mar. 18	Mar. 19
March 30	Mar. 16-27	April 1	Apr. 2
April 20	Mar. 30- April 17	Apr. 22	Apr. 23
May 4	Apr. 20-May 1	May 6	May 7
May 18	May 4-15	May 20	May 21
May 26	May 18-22	May 28	N/A