

Extracurricular Activity (ECA) Fees School Year 2014–2015

General Information for Middle and High School Students and Parents/Guardians

What is the purpose of the Extracurricular Activity Fee?

The revenue received from the fee is used to help lower the cost of extracurricular activities. It has enabled Montgomery County Public Schools (MCPS) to expand extracurricular activity programs in middle and high schools.

How much is the fee?

The annual fee is \$30.00. If the family income is \$35,000 or more, the fee is \$30. There is an option for a reduced fee based on family resources.

Am I eligible to pay a reduced ECA fee?

You may be eligible to pay a reduced fee of \$15 if your **gross family income** is less than \$35,000. If you are eligible to pay a reduced fee, you **must** send written proof of income with your payment, such as a recent tax form, two current pay statements, or a letter from a family assistance agency. MCPS will **not** accept reduced fees without documentation. Do not send original documents, as they will not be returned.

How do I pay the ECA fee?

To pay by Credit Card: Visa, or MasterCard

The preferred method of payment of the ECA fee is by Credit Card. Parents pay online using the Montgomery County Public Schools Online School Payments (OSP) portal. To access the ECA payment home page, visit the following website: <http://osp.osmsinc.com/MontgomeryMD/>. The OSP portal is a secured website, and parents will receive a receipt via e-mail. Reduced ECA fees are not eligible for online credit card processing and must be paid by cash or check.

To pay by check or money order— sent the payment to Montgomery County Public Schools, Attn: MCPS—ECA Office, Division of Controller, 45 West Gude Drive, Suite 3201, Rockville, MD 20850. Returned checks are subject to a \$25 fee. **DO NOT SEND PAYMENT TO YOUR SCHOOL.**

Cash—PAYMENTS MUST BE MADE IN PERSON. Please have the correct amount of money.

Do all middle and high school students have to pay?

No. Extracurricular activities are voluntary. Students who do not participate in any extracurricular activities are not required to pay the fee. Only students who participate in school-sponsored extracurricular activities (e.g., sports, intramural, clubs, etc.) where there is an adult supervising students beyond the instructional day are required to pay.

Are there any Extracurricular Activities that do not require the ECA fee payment?

Yes. Students who are required to participate in an after-school activity, such as concerts or plays, as part of the class requirement to receive course credit, do not need to pay the ECA fee. Please check with your school administration to determine what activities are listed as extracurricular activities.

Where do I mail the ECA fee payment?

Payments and remittance forms should be sent directly to Montgomery County Public Schools, Attn: MCPS—ECA Office, Division of Controller, 45 West Gude Drive, Suite 3201, Rockville, MD 20850. **Do not send payment and remittance forms to the schools.**

How soon does the fee have to be paid?

Students may try out for sports teams or other activities before paying the fee. Once the student has been selected for the team or activity, the fee must be paid.

Can the fee be paid on a semester basis or prorated as a new student coming into the school system?

No. This is an annual fee of \$30. The entire amount is due at the time of participation.

If a student will not be participating in an extracurricular activity until the spring semester, does the fee have to be paid in the fall?

No. The fee can be paid in the spring but must be paid once the student is informed he/she has been selected for a team or other activity.

What if a student does not receive the ECA fee remittance form in the mail from MCPS?

If you do not receive the ECA fee remittance form in the mail, you may do one of the following four options:

1. Pick up a form from your student's home school.
2. Stop by the ECA office at 45 W. Gude Dr., Suite 3201, Rockville, MD 20850.
3. Search for MCPS Form: 280-37: *Extracurricular Activity Fee Remittance Form* on the MCPS website, and download the form electronically.
4. Go to the Online School Payments portal at <http://osp.osmsinc.com/MontgomeryMD/> and pay by-credit card. Reduced ECA fees are not eligible for online credit card payment. Parents must provide a document with proof of family income.

Can students use last year's form?

No. Please use the 2014–2015 ECA preprinted form.

My child is in 6th grade, and I have never heard of this fee before.

This fee is required only if the student elects to participate in school-sponsored extracurricular activities. We recommend that the sixth grade parents wait until the school has a "**Back-to-School Night**" to get more information regarding extracurricular activities. Please contact your school as each school has its own activities.