

# EXTRACURRICULAR ACTIVITY FEE REMITTANCE FORM

The Montgomery County Board of Education requires payment of an Extracurricular Activity (ECA) fee for your middle or high school student to participate in extracurricular activities in the upcoming school year.

## What is the ECA fee?

The \$32.50 annual fee supports adult-supervised extracurricular activities, such as sports and clubs, for middle and high school students. Students who pay the fee are entitled to participate in one or more programs during the year. Although the Board of Education strongly believes students benefit from participation in after school activities, these activities are voluntary.

## Who pays the ECA fee?

All middle and high school students who voluntarily participate in sports or clubs pay the ECA fee. Check with your school administration to determine what other activities require the ECA fee.

**NOTE:** Students may try out for sports teams before paying the fee. However, once they have been selected for a team or activity, the fee must be paid or the selection will be revoked. Paying the fee does not guarantee that a student will be selected for a team or activity, nor does it supersede academic eligibility requirements.

## Who is exempt from the ECA fee?

Students who do not participate in extracurricular activities do not pay the fee. Students who take a course that requires participation in an extracurricular activity, such as a concert performance as a class requirement, do not pay the fee. Check with your school administration if you are unsure if an activity is exempt from the fee.

## Am I eligible to pay a reduced ECA fee?

You may be eligible to pay a reduced fee of \$15.00 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, current pay statement, or letter from a family assistance agency. MCPS will not accept reduced fees without documentation. Do not send original documents, as we do not return them.

## How do I pay the ECA fee?

### DO NOT SEND PAYMENT TO YOUR SCHOOL.

**CREDIT CARD**—Payments are accepted online at: <http://www.montgomeryschoolsmd.org/departments/accounting/pay-eca.aspx>. This is a secure website. You will be sent a receipt by e-mail when you pay online. Reduced ECA fees are not eligible for online credit card processing and must be paid by check.

**CHECK**—Make payment to MCPS and write student ID# on check or money order. Send payment directly to MCPS, ECA Office, 45 West Gude Drive, Suite 3201, Rockville, MD 20850. Returned checks are subject to a \$25 fee.

**CASH**—Payments may be made in person at the ECA Office, 45 West Gude Drive, Suite 3201, Rockville, MD 20850. If you have any questions, e-mail the office at [ECA@mcpsmd.org](mailto:ECA@mcpsmd.org) or call 301-517-5000.

Sincerely,



Susanne G. DeGraba  
Chief Financial Officer

**DETACH form & send payment to the address below. DO NOT PAY THE SCHOOL DIRECTLY.**

For your convenience, pay online at  
<http://www.montgomeryschoolsmd.org/departments/accounting/pay-eca.aspx>

## 2016-2017 Extracurricular Activity Fee Remittance Form

Return to MCPS, ECA Office, 45 West Gude Drive, Suite 3201, Rockville, MD 20850

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Street: \_\_\_\_\_ School: \_\_\_\_\_

City, Zip: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

### MAKE CHECKS PAYABLE TO MCPS. DO NOT FOLD OR STAPLE FORM.

- \$32.50 Gross family income above \$35,000.
- \$15.00 Gross family income less than \$35,000. (You must enclose proof of income.)

FOR OFFICE USE ONLY		
CHECK	MO	CASH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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