

# AOA Boarding Student Information and Forms 2009-2010

## Boarding Student Information Sheet

*Please keep this sheet for reference*



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ACADEMY

### HOLDING FUND

A prepaid debit system utilizing a separate **Holding Fund** will be set up for each boarding student. Parents are required to deposit a minimum of **\$1,000** to this Holding Fund account at the beginning of the academic year and to maintain a minimum balance of \$500. This money will be used to pay for expenses incurred by your child during the school year such as transportation, health insurance, medical expenses, equestrian lessons, overnight school trips, Spring Break trips, Cleveland Area Arts Experience, group tickets purchased in advance for sports events, theater performances, and/or any other organized activity, and shipping expenses. Your child will be expected to use a credit or prepaid debit card to pay for uniforms, any shopping, and for routine discretionary items at school like Phoenix Spirit Shop purchases, contributions to school fundraisers, and weekend activities. When the balance in the Holding Fund reaches \$500, you will be notified to add money. This can be done by cash, credit card transfer, check or wire transfer. For international parents, this Holding Fund can also be used to add money to a Visa Buxx card.

### CREDIT/DEBIT CARDS

Boarders are required to have either a credit card or a prepaid debit card that can be used for routine purchases as well as at ATM's for obtaining cash. An ATM machine is located on campus. There are several options:

- Check with your credit card company or bank to see if a credit or prepaid debit card can be obtained for your child.
- Do an online search for any other service or financial organization that can provide a credit or debit card.
- Go to <https://usbank.visabuxx.com> to set up a Visa Buxx prepaid visa card designed specifically for teens. If international parents are not able to do this online, we will set up a Visa Buxx card if requested and will transfer funds from the Holding Fund to the Visa Buxx card. This card can be used to withdraw cash from any Visa ATM worldwide. *Please note that money must be available in your child's Holding Fund in order for the school to transfer funds to the Visa Buxx card.*

### TRANSPORTATION

The Academy will arrange transportation for your child to and from airports, bus stations and Amtrak as well as to local appointments. Transportation is provided by a private limousine service located close to the school. The charges for this service are listed below. To meet the needs of those students traveling, we must have your full cooperation. .

- Travel arrangements and ticket purchases must be made by the family or the student; not by the school.
- Tickets should be sent directly to the Director of Residential Life and she must be notified as soon as possible.
- Last minute requests or late changes in itinerary may necessitate a \$75 surcharge.
- **For academic reasons, students are not allowed to leave school early for any vacations or break days except for reasons of paramount importance (sickness and death are valid reasons; convenience of travel and appointments are not valid reasons). Missing class in order to travel is an unexcused absence and will mean zero credit for academic work missed.**
- Transportation charges are applied to the Holding Fund.

### TRANSPORTATION CHARGES

To or From	Normal Times	Any Other Time (outside normal times)
	8:00 AM – 5:00 PM on Mon.-Fri. 8:00 AM-9:00 PM on day break begins 10:00 AM-9:00 PM on day break ends	
Cleveland Hopkins Airport Greyhound Bus Station Amtrak Train Station	\$50 one way	\$75 one way

### SPECIAL TRANSPORTATION CHARGES

- Volunteer work (Lake County Area) and most school scheduled activities: **NO CHARGE**
- Medical Care Visits (doctor visits, hospital outpatient services, physical therapy, etc.) or any other special trips: price contingent upon location and frequency
- Private appointments located off-campus (music lessons, auditions and/or rehearsals, sports instruction, tutoring, etc.): price contingent upon location and frequency
- Students should utilize regularly scheduled Van-on-Duty trips, weekend shopping trips or walks to Willoughby to perform routine errands.