

# Elementary World Language Program (EWLP)

## STEP 2: Payment Information

Please complete the enrollment process by choosing your preferred method of payment listed below.

**EWLP COST:** Classes are \$100 per student for 12 weeks of classes.

**PAYMENT TYPES:** Credit card and check payment accepted.

**KEY DATES:** Please note the following important dates for payment.

- ❖ Wednesday, December 28, 2022: Deadline for check payments.
  - ❖ Friday, December 30, 2022 at 3 p.m: Deadline to submit WCS Food Services approval letter to receive registration fee discount.
  - ❖ Friday, January 6, 2023 at 3 p.m: Deadline for credit card payments.
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- ❖ **Registration is complete when your child has been enrolled in a class AND payment is received. (If you enroll in the class waitlist or express interest in a class, do NOT remit payment at this time.)**
  - ❖ **ONLY register for your child's current school and grade for the 2022-2023 school year.**

You may pay by one of the following ways:

1. **CREDIT CARD** – Please note, we are using the WCS district-wide Online School Payments system. All credit card payments will have a non-refundable 4% + .35 convenience fee per transaction. The credit card receipt will be emailed to you from Online School Payments (OSP) ospadmin@osmsinc.com. **(We do not accept AMEX credit cards.) Please pay for all students in one transaction.** Contact Adriana Hughes at [adriana.hughes@wcs.edu](mailto:adriana.hughes@wcs.edu) with any questions.

**HELPFUL TIPS:** Don't forget to **close your browser window after you pay so that you avoid additional and erroneous charges.**

- ❖ Click [here](#) for some helpful instructions for the WCS Online Payment System.

[CLICK HERE TO PAY BY CREDIT CARD](#)

❖ **PLEASE DO NOT MAKE A PAYMENT UNTIL YOU HAVE ENROLLED IN A CLASS.**

- **If you register for a class waitlist or if no class is available, do NOT make a payment at this time.** (If a spot becomes available during the registration period, we will contact you and request payment.) Thank you!

2. **CHECK PAYMENT** – Checks should be payable to the **EWLP**. Please write your child's/children's names and school on the memo line. The check can be mailed to the following address: (*All check payments must be postmarked by **Wednesday, December 28, 2022.***)

- ❖ **DO NOT SEND A CHECK TO A SCHOOL.**

**Please note:** Check payments must be postmarked by **Wednesday, December 28, 2022.**

c/o Adriana Hughes – EWLP  
Williamson County Schools  
1320 West Main St., Suite 202  
Franklin, TN 37064

After Wednesday, December 28, 2022, we will only accept credit card payments. All credit card payments must be received by **Friday, January 6, 2023 at 3:00 p.m.**

**FREE/REDUCED LUNCH DISCOUNT:** For reduced lunch students there is a 20% fee discount per student and for free lunch students there is a 30% discount per student. If you qualify for a discount, we will need you to send us your letter from food services stating approval for free or reduced lunch. Please email this letter to [adriana.hughes@wcs.edu](mailto:adriana.hughes@wcs.edu) or send a copy of this letter to Adriana Hughes at Williamson County Schools, 1320 West Main St., Suite 202, Franklin, TN 37064 or fax it to 615-472-5752. All information will remain confidential. Once received, we can adjust your payment invoice. You can request a copy of your letter by calling the WCS Food Services Department at 615-472-4990. We must have your letter by **Friday, December 30, 2022 at 3:00 p.m.**