



## Request to Charge Item to Student Account

Student Name: \_\_\_\_\_

Parent email: \_\_\_\_\_

Amount of Payment: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CAP+S automatically invoices students for things like Choir Fees, Show Choir Fees, Fine Arts Trips, and Spring Trips so no explicit request to charge those to your student account is necessary. For other Fine-Arts Related Expenses, you can either purchase those individually with cash/check/charge, or you can ask to have it charged to your student account; however, a credit balance **MUST** exist on the student account in order to use this option. If a request is made and the student does not have a credit balance on their account, the request will be denied and you will be notified that payment must be made by cash/check/charge.

Funds to be used for (✓):

- \_\_\_ **Concert Tickets**
- \_\_\_ **Fall Gala (Fashion Show tickets)**
- \_\_\_ **Vocal Workshop**
- \_\_\_ **Spring Choral Banquet**
- \_\_\_ **Accompanist**
- \_\_\_ **Tee shirt/Apparel**
- \_\_\_ **Other Fine-Arts Related Expense:** \_\_\_\_\_
- \_\_\_ **Private Lessons**

### If for Private Lessons:

Private Lesson Teacher: \_\_\_\_\_

Address to send payment: \_\_\_\_\_

\_\_\_\_\_

Questions? [jhhscaps@gmail.com](mailto:jhhscaps@gmail.com)