

GLENBROOK BUS REGISTRATION for SCHOOL YEAR 2010-2011

GLENBROOK HIGH SCHOOL DISTRICT 225
1835 Landwehr Road
Glenview, IL 60026-1241
Telephone: 847-486-4277 – Email: BusTransportation@glenbrook.k12.il.us

ONLY ONE STUDENT PER REGISTRATION FORM

By June 4th

GRADE _____ STUDENT ID # _____
STUDENT _____ ROUTE # & STOP _____
ADDRESS _____ PARENT _____
CITY _____ ZIP _____ HOME PH# _____ WK PH# _____
CELL PH# _____
EMAIL ADDRESS _____

ADDITIONAL \$25 DISCOUNT FOR ON-LINE REGISTRATIONS ONLY – www.glenbrook.k12.il.us

PAID IN FULL BY JUNE 4th AFTER JUNE 4th
ROUND TRIP BUS SERVICE () \$675** () \$800

SIBLING OF A PAID IN FULL RIDER BY JUNE 4th AFTER JUNE 4th
ROUND TRIP BUS SERVICE () \$337.50** () \$400

FREE & REDUCED: () You must apply with District Registrar after June 30th – 847-486-4717
BUS PASSES WILL ONLY BE RELEASED ONCE WE HAVE VERIFIED THAT YOU QUALIFY FOR FINANCIAL AID

ROUND TRIP SERVICE ONLY*

Round Trip Service includes all privileges; transportation to and from school as well as the late activity bus

**Payment must be received in our office no later than 4:30 PM on June 4, 2010, or postmarked on or before June 4, 2010

******* SPECIAL NOTES *******

If we do not receive **payment in full**, by the close of business, 4:30 PM on June 4, 2010, **THE BUS REGISTRATION FEE WILL BE \$800.**

REFUND POLICY (Deadline August 19, 2010):

The refund policy is outlined on the back of this registration form, on the Bus Agreement Between Parent and Glenbrook HSD 225, AND on our website, www.glenbrook225.org. (Please note that school and service starts Wednesday, August 25, 2010).

PAYMENT OPTIONS

Type of Payment: () CHECK () CASH () CREDIT CARD **VISA & MASTERCARD ONLY**
Checks Made Payable to: GLENBROOK HSD 225

(This section to be filled in for payment by credit card only - please print)

CHARGE TO: () VISA () MASTERCARD CHARGE AMOUNT: _____

CARD #: _____ EXP. DATE: _____

NAME AS IT APPEARS ON CARD (PLEASE PRINT): _____

SIGNATURE OF AUTHORIZED USER: _____

PHONE # OF CARD HOLDER DURING BUSINESS HOURS: _____

IMPORTANT INFORMATION ON BACK

PARENTS, PLEASE BE ADVISED

of the following **BEFORE** you purchase a bus pass:

- ❖ Because we use one set of buses for both GBN & GBS, we are limited in the number of stops we can offer. Many students walk 4 – 5 blocks to a bus stop.
- ❖ In regards to the AM pick-up time, we consider a 5-minute window of time, (either earlier or later), to be reasonable and fair.
- ❖ Because we use one set of buses for both schools, some **GBS students may have to wait 20 – 45 minutes for the afternoon bus** that takes them home. There will be **NO** refunds for buses that are not available for immediate departure from GBS in the afternoon.
- ❖ When choosing your stop make sure you know how far the stop is from your home. There will be **NO** refunds given if you determine AFTER Aug. 19th that the stop is too far from your house. Please note: **WE DO NOT CHANGE BUS STOPS OR ISSUE REFUNDS DUE TO SNOW OR ANY OTHER INCLEMENT WEATHER.**
- ❖ The Academy shuttle bus transports students each morning between GBN and GBS, depending on where their classes meet for the semester. Though the bus company and drivers do their very best to get students to school safely and on time, we cannot provide an absolute guarantee that busses will always be on time. In case students miss their Academy shuttle, arrangements will be made to transport the Academy student(s) to the proper building. Please keep this in mind when purchasing a bus pass for your student, as there are **NO REFUNDS AFTER AUGUST 19th.**
- ❖ **REFUND POLICY:** A full refund is available, provided it is requested in writing and received in the District Business Office, 1835 Landwehr Road, Glenview, IL 60026, by the close of business, (4:30 PM), by August 19, 2010. "In Writing" means, via fax: 847-486-4734, via email: bustransportation@glenbrook.k12.il.us or mail: 1835 Landwehr Rd, Glenview, IL 60026. **NO REFUND WILL BE AVAILABLE IF A WRITTEN REQUEST IS RECEIVED AFTER August 19, 2010. The person requesting a refund must be able to verify that the refund request was received in the District Business Office by the deadline.** If a question arises regarding the Business Office's timely receipt of a refund request, a refund will not be provided unless the person requesting the refund verifies that the Business Office received the request by the deadline. **REFUND POLICY for STUDENTS WHO WITHDRAW FROM SCHOOL:** Only refunds requested within thirty (30) days of the official drop date, will be issued. These refund amounts will be prorated based on the date that the request AND bus pass is received, in writing, at the District office. These refunds are subject to a \$25.00 cancellation/processing fee.