

**Kenmore Staff Development Center
155 Delaware Road
Kenmore, New York 14217
716 874 8403 (ext.32600)**

POLICIES FOR PAYMENT OF FEES

Participants who do not complete the agreed number of credit hours negotiated by their bargaining units to earn a stipend, or if any outstanding fees are owed, participants will be responsible for making payment for the courses for which they registered.

Payment may be made either by cash or check, or by completing the withholding form.

(Checks must be made payable to KenTon UFSD.)

Participants who enroll and complete workshops through the Center before enrolling in other pre-approved offsite workshops, must pay for Center workshop fees.

Credits earned from approved offsite workshops in which a fee is paid by the participant, will be deducted from the registration fees.

Please note:

If the total fee is less than the KSDC fee, the employee will pay the difference; if the fee is greater than the KSDC fee, no additional payment is required.

If an employee earns credits from an off-site workshop where a fee is not paid by the employee, he/she will pay the KSDC the full amount for the number of credits received