

# ASFA NEW STUDENT ORIENTATION 2021-2022





ALABAMA SCHOOL OF FINE ARTS 1800 Rev. Abraham Woods, Jr. Blvd. | Birmingham, AL 35203 www.asfaschool.org | 205-252-9241



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# ASA

#### ALABAMA SCHOOL OF FINE ARTS

### 2021-2022 Academic Calendar

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<ul> <li>- 6 Teachers Work Days</li> <li>First Day for Students</li> </ul>	8 9 10 11	12 13	14	12 19	13 1 20 2	_		18 25	6 Labor Day (School Closed)
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		7 28 29	30	28	29 3	0			
	31								
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3 - 15 Semester Exams	1		4	3	M			1	1 – 4 Winter Holidays (School Closed)
3 - 15 Semester Exams 5 Last Day for Students	5 6 7	8 9 10	11	2	3 4	5	6 7	8	<ul><li>1-4 Winter Holidays (School Closed)</li><li>4 Teacher Work Day</li></ul>
If Needed for Make-Up Exams 7 Teacher Work Day	12 13 14 1	5 16 17	18	9	10 1	1 12	13 14	15	5 First Day for Students 17 Dr. Martin Luther King, Jr. Holida
0 - Jan 4 Winter Holidays (School Closed)	19 20 21 2	2 23 24	25	16	17 1	3 19	20 21	22	(School Closed)
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Spring Break (School Closed)	3 4 5	6 7 8	9	8	9 1	_	+ +	, 14	19 Honors Day
8 Spring Holiday		3 14 15	16	15	16 1			21	20 ASFA Graduation
	17 18 19 2	0 21 22	23	22	23 2		26 27	28	<ul><li>23 - 25 Semester Exams</li><li>26 Last Day For Students</li></ul>
	24 25 26 2	7 28 29	30	29	30 3	1			27 Teacher Work Day
									30 Memorial Day
Holidays	Teacher Workdo	ys	I	Student	Start/E	nd Da	tes		ew Teacher Workday
School Closed	No Students							🔜 N	o Students

#### ASFA New Student (and Family) Frequently Asked Questions

ASFA anticipates being fully open and operational for the 2021-2022 school year. If the local public health situation changes, our plans could require modifications, but you will be updated on any changes as soon as they are made.

- What is the best way for me or my parents to communicate with ASFA and its employees? Email is the preferred method for communication with ASFA faculty, staff, and administration and email addresses may be found on the ASFA website. ASFA will also send out important messages through email, so be sure to check your email daily.
- I know ASFA's specialty curriculum is the best around, but how are the academics? Our core academics are of high quality and thoroughly prepare students for college while exceeding the minimum requirements of a national common core or standards based curriculum, although we do not adhere to a prescribed curricular program. Many of our core courses are taught at advanced, honors levels without carrying standardized labels such as "advanced placement" or "international baccalaureate," and we do offer numerous AP courses. Annually, ASFA students gain acceptance to top tier colleges, universities, arts institutes and professional performance companies and earn more scholarship money than most other students in the state.
- How flexible are ASFA's teachers when production/performance times or competitions roll around? The ASFA faculty and staff go above and beyond to support their students in their craft and especially during crucial times leading up to and including performances and competitions. The key to making this work is **communication**. Talk with your teachers, let them know what you are working on or what you have going on and ask for their help if you need it.
- When is the first day of school? Monday, August 9th is scheduled to be the first day of school for the <u>2021-2022 school year</u>.
- What time does my school day begin? The first bell of the day, which allows students to enter the academic hall, will ring at 7:40am and then the warning bell at 7:50am. <u>All first</u> period classes begin at 7:55am each day.
- What time may I arrive at school? The school building will be open at 7am on any regular school day and approximately 1 hour prior to classes starting on delayed start days. Students are allowed to sit in the lobby or the cafeteria until the 7:40am bell rings. At that time, you should make your way to your locker and your first period class.
- How does drop-off and pick-up work? Parents should use the ASFA driveway to drop you off and/or pick you up each day. Students must enter the building through the main entrance (under the ASFA sign at the east end of the building), not the cafeteria entrance. While waiting to pick you up in the afternoon, parents should pull all the way to the right side of the driveway to leave room for cars on the left side to move through and exit.
- Will I be able to eat breakfast at school? Yes! Breakfast is available in the cafeteria from 7:20am to 7:50am each day.

- What does my daily schedule look like? <u>Academic classes begin at 7:55am each morning</u>. There are six 45-minute academic periods (1st - 4th, 6th, 7th periods) and one 54-minute period for Lunch/Homeroom (5th period) that will run until 1:39pm. 8th & 9th periods are the specialty periods and they run until 3:12pm and 4:40pm, respectively. Math/Science students' 8th & 9th periods will vary slightly since their dismissal time is different: 8th period ends at 2:53pm and 9th period ends at 4:05pm. The <u>bell schedule</u> may be found on the ASFA website as well.
- What time does my school day end? Dismissal times will vary by grade and/or specialty department. 7th & 8th grade creative writing, theatre arts, and visual arts students are dismissed at 3:12pm each day. Math-science students (all grade levels) are dismissed at 4:05pm each day. All other students are dismissed at 4:40pm each day, with dance students following a specialty department dismissal schedule.
- How do you handle tardiness and absences? <u>All first period classes begin at 7:55am.</u> We allow tardiness nine times per semester, per class. This is primarily for those commuter students struggling with weather, traffic, accidents and the like. Students can be absent 12 days per semester, per class. Six of those can be excused by a doctor and six by a parent/guardian. A more detailed explanation of attendance policies can be found on pages 7-8 in the <u>ASFA student handbook</u>.
- Will I get to walk through my schedule before the first day of school so I will know where all of my classes are? Absolutely! On Sunday, August 8th, we will host *Welcome to ASFA* Day where all new and returning students will have an opportunity to walk through their schedules, find their lockers, meet their core teachers and meet with their specialty departments.
- When will I get to choose my classes and get my schedule? In the coming days, you will be receiving an email with details and a link to a Google Form to make your 2021-2022 course selection. Please understand that scheduling for ASFA is a unique and tedious process, therefore, schedules will (most likely) be available in July.
- Will I have an ASFA email address to use for school? Yes. During the first few days of school, all new students will have an opportunity to log on to a computer at ASFA to activate their accounts.
- **Do I need to have my own computer at ASFA?** Yes. ASFA is a BYOD (Bring Your Own Device) school. Each student is responsible for providing their own device to use for school work, both at school and at home. More details regarding ASFA's BYOD policy may be found <u>here</u> on the ASFA website.
- I noticed an elective class called STAR. What does "STAR" mean? STAR stands for "Study, Technology, Activity, Research." For a 9th - 12th grade student taking a STAR class, each day they have the option to stay in a classroom and study (or meet with a teacher), check-in to the library to access resources or computers, check-in to the health & wellness

classroom for activity/exercise, or work in their particular specialty area (with Specialty faculty approval).

- What is a FOCUS day? On different days throughout the year, we will run a special schedule, called a FOCUS schedule, to accommodate school performances and/or early dismissals. With a FOCUS schedule, the academic day is shortened to 10:55am and lunch and specialty time falls between 11:00am and 1:00pm. This opens up the afternoon at 1:00pm to hold school performances/events.
- What should my parents do to set up a lunch account for me? ASFA uses <u>Titan School</u> <u>Solutions</u> for school lunch accounts. All information needed for this service is shared in a document prepared by our CNP Director, Cindy Orcutt, and should be included in this packet. If you have any questions, please feel free to contact Cindy at <u>corcutt@asfa.k12.al.us</u>.
- Does ASFA offer any type of financial assistance? ASFA is a public school and does not charge tuition to Alabama students. However, families are responsible for certain fees, including those for specialty programs, dorm residency, matriculation, and enrollment. The ASFA Foundation offers <u>financial assistance</u> to families to help cover these fees.
- **Could I carpool with other ASFA students?** Please contact Mrs. Melanie Lee at <u>mlee@asfa.k12.al.us</u> if you are interested in finding a carpool.
- I'm going to be living in the dorm this year, when will I get to see and move in to my dorm room? Jason Akins, our student care coordinator, will be contacting you regarding all dorm information and procedures. If you have specific questions, please visit the <u>Residential Life</u> page on the ASFA website or contact Jason at <u>jakins@asfa.k12.al.us</u>.
- **Does ASFA have a dress code?** ASFA expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. For guidance on ASFA's dress code, please refer to page 9 in the <u>ASFA student handbook</u>.
- If I have other questions that are not listed here, where can I find important information regarding anything ASFA? The <u>ASFA website</u> is your best resource for all things ASFA, including school calendars, events, teacher contact information, specialty department info, etc.
- What will the school's COVID-related protocols be for the 2021-2022 school year? Like other schools, we will be determining these between now and the first day for students on August 9. All decisions will continue to be made with national and local public health guidelines, recommendations, and requirements.

#### Who do I call.....

#### President - Dr. Tim Mitchell, e-mail tmitchell@asfa.k12.al.us

Phone 205-252-9241, ext. 2226, Located on the 1st floor in the Main Office

#### Executive Secretary - Lucy Smith, e-mail <a href="mailto:lsmith@asfa.k12.al.us">lsmith@asfa.k12.al.us</a>

Phone 205-252-9241 ext. 2221, fax 205-251-9541, Located on the 1st floor in the Main Office

- Assistant to Dr. Tim Mitchell
- ASFA Board of trustees secretary
- Enrollment form for driver's permit
- Assists teachers with substitutes and bus travel with students

#### Director, Curriculum & Instruction - Brad Hill, e-mail bhill@asfa.k12.al.us

Phone 205-252-9241, ext. 2283, Located on the 2<sup>nd</sup> floor in the music wing

- Supervises all core and specialty teachers
- Scheduling and course registration
- Grades
- School calendar
- Audition process
- Academic Support Coordinator and Registrar

#### Academic Support Coordinator - Maria Marino, email mmarino@asfa.k12.al.us

Phone 205-252-9241, ext. 2298, Located on the 2<sup>nd</sup> floor in the math-science wing

• Assists director, curriculum & instruction and registrar in all areas

#### Registrar - Melanie Lee, e-mail <u>mlee@asfa.k12.al.us</u>

Phone 205-252-9241, ext. 2249, fax 205-458-0342, Located on the 2<sup>nd</sup> floor, room 261 in the music wing

- Assists director of curriculum & instruction and academic support coordinator
- Works with students and parents during the application process to ASFA
- Coordinates auditions with specialty chairs
- Coordinates Open House with recruiter
- Enrolls new students
- Student records (present students)
- Report cards
- Schedules
- Sends transcripts on current students for summer camp and dual enrollment
- Enrollment forms for Driver's Permit
- Auto insurance grade verification for good student discounts
- Coordinates New Student Orientation/Registration
- Makes all changes to student demographics
- Coordinates graduation
- In charge of ordering senior supplies
- Completes social security forms for seniors
- Withdrawals

Director, Student Services - Kim Strickland e-mail, <u>kstrickland@asfa.k12.al.us</u>

Phone 205-252-9241, ext. 2285, Located on the  $3^{\rm rd}$  floor in student services

- Counseling
- College advising
- Dormitory
- Attendance & discipline
- Testing

Attendance & Discipline Manager – Will Marble, email <u>wmarble@asfa.k12.al.us</u> Phone 205-252-9241, ext. 2235, Located on the 3<sup>rd</sup> floor in Student Services

• Contact regarding any absences (sickness, college visits, personal absences)

**Counselor Grades 8, 10, and 12 – Dina Marble,** <u>dmarble@asfa.k12.al.us</u> Phone 205-252-9241, ext. 2277, Located on the 3<sup>rd</sup> floor in Student Services

**Counselor Grades 7, 9, and 11 – Emily McGehee,** e-mail <u>emcgehee@asfa.k12.al.us</u> Phone 205-252-9241, ext. 2279, Located on the 3<sup>rd</sup> floor in Student Services

#### College Advisor - Rebecca Rutsky, e-mail <u>rrutsky@asfa.k12.al.us</u>

Phone 205-252-9241, ext. 2284 e-mail, Located on the 3rd floor in student services

- Assists with choice of college
- Assists students with processing and scholarship applications

#### Nurse/Student Care Coordinator - Jason Akins email jakins@asfa.k12.al.us

Phone 205-252-9241, ext.2239, Located on the 1st floor in the cafeteria area

- Nurse
- Head of the dorm

#### Administrative Assistant - Student Services

Phone 205-252-9241 ext. 2271, Located on the 3<sup>rd</sup> floor in Student Services

- Assistant to Kim Strickland, student support services director, counselors, college advisor and dorm
- Schedules conferences with parents, teachers, and counselors
- College scholarships
- Enrollment form for driver's permit
- Auto insurance discount verification
- Assists seniors with processing college and scholarship applications
- Sends transcripts on seniors and former students
- Assists counseling with testing throughout the year
- Assists student care coordinator with dorm management and move in
- Assigns lockers on request

#### CFO/COO - Jamie Plott, e-mail jplott@asfa.k12.al.us

Phone 205-252-9241 ext. 2227, fax #205-251-9541, located on the 1st floor in the main office

- Sends out statements
- Email or call with any questions pertaining to fees or money

CNP (Child Nutrition Program) Cynthia Orcutt - Director, email corcutt@asfa.k12.al.us

Phone 205-252-9241, ext. 2241, Located on the 1st floor in the cafeteria

- Lunch accounts
- Free/Reduced Lunch Program
- Contact regarding student allergies

Receptionist/Calendar Coordinator/Attendance - Rhea Norman, email <u>rhnorman@asfa.k12.al.us</u> Phone 205-252-9241, ext. 2222, fax #205-252-9541, located in main lobby

- Answers all incoming calls to ASFA
- Assists with attendance
- Excuses for absences
- Enrollment form for driver's permit
- Maintains the ASFA calendar and all events scheduled
- Schedules buses for field trips and performances

#### ASFA Foundation and Finance Assistant - Julie Weber, e-mail jweber@asfa.k12.al.us

Phone 205-252-9241 ext. 2224, Located on the 1st floor in the main office

- Assistant to ASFA Foundation and Jamie Plott, ASFA CFO/COO
- Enrollment form for driver's permit
- Helps with financial aid
- Coordinates rental of ASFA facilities

#### May 2021

WELCOME to the Alabama School of Fine Arts Child Nutrition Program. We in CNP are happy to have you join us. Our position in the school is unique; we enjoy all the students on a social level while serving them food.

#### What meals do you serve and where can I find menus?

For the school year 2021-2022 the ASFA Child Nutrition Program will be participating the in the waivers from the USDA, serving *FREE*, healthy, balanced meals according to the "Healthy, Hunger-Free Kids Act of 2010" for breakfast and lunch.

We will be serving breakfast, lunch, and a healthy, smart snack for free. We will be serving dinner Monday through Thursday evenings at a cost of \$5.00 per dinner. We also offer several ala-carte (snack) items available for sale at each meal as well as allowing students to purchase extra portions of meals. Dinner, ala-carte and additional meal portions are not included in the Federal Meal Program and will be charged to the student's account.

Menus for breakfast, lunch and dinner are posted at both ends of the meal serving line and are also available on the school web site on the child nutrition page at this link: <u>https://www.asfa.k12.al.us/apps/pages/index.jsp?uREC\_ID=200921&type=d</u>

#### What is the cost for the meals?

For students, breakfast, lunch and snack will be free. Dinner is \$5.00. Prices for ala-carte items may be found on the ASFA web site child nutrition page.

#### Do you offer vegetarian options?

We have vegetarian options at all our regular meal service and snacks.

#### Do you offer meals to accommodate medical dietary restrictions?

Yes we do. Dietary restrictions or needs will be addressed on an individual basis. A prescription diet form is available on line on the Child Nutrition Program page and is required for all meals that must be specially prepared or do not meet the standard child nutrition guidelines. Please feel free to contact me at <u>corcutt@asfa.k12.al.us</u> about any special dietary concerns you may have.

#### Do you participate in the Free and Reduced Meal Program?

Yes, we participate in the USDA Free and Reduced Meal Program. Applications for this program are available on the school web site under child nutrition and <u>must be renewed every school year</u>. Because we are a separate school system, <u>your student at ASFA must have a separate application</u> from your students in another school district.

## Do we need to fill out an applications for free and reduced meals if the meals are provided for free through the USDA grant?

Yes. With your qualified free and reduced application on file at the school, your student is eligible for other benefits such as free or reduced testing fees, college application fees, additional P-EBT funds and other such benefits.

#### Where do we find meal applications?

The free and reduced applications for school year 2021-2022 will be available on our school website July 15, 2021 and paper copies will be available from the school after July 15, 2021. The easiest way would be through our on-line applications with <u>family.titank12.com</u>. You do not need a family account to apply for free and reduced lunches on-line. This will also be available July 15, 2021.

#### How do we pay for meals?

Dinners and ala-carte items may be paid for with cash, check or using the student meal account. When the student makes a purchase, it will be deducted from their meal account. Parents are responsible for keeping money in the student's account. Cash or checks may be given to the cashier during meal service or mailed to the school with a notation for your student's meal account. Payments made through <u>family.titank12.com</u> are usually posted immediately but may take up to 24 hours.

#### How does my student set-up a meal account?

Each student will receive as ASFA lunch account with a unique lunch number at registration. Money for meals and snacks may be deposited using cash, check, or on-line deposits through the Titan School Solutions Family Account.

To set up a Titan School Solutions Family account go to: <u>family.titank12.com</u>. You will also need your student's student id number. This will be given to you when you receive their schedule.

#### What if my student does not have enough money for lunch?

The purpose of the Child Nutrition Program is to provide students with healthy, nutritious meals. This year breakfast, lunch and snacks with no extra ala-carte items are free. Dinner remains at \$5.00. **No student will ever be denied a** <u>meal</u> even if there is a negative balance on his/her lunch account. However, we may refuse to sell them ala-cart items or additional meal portions. Parents and students are responsible for the account balance. E-mail reminders are scheduled to go out each Thursday evening.

While it is the family's responsibility to pay for meals and snacks, if you need assistance please do not hesitate to contact me.



I look forward to working with you and your student this coming school year.

Please feel free to contact me with any questions or concerns you may have about your student's nutritional needs.

#### Welcome to ASFA,

Cindy Orcutt, SNS

**Child Nutrition Program Director** 

205-252-9241 ext. 2241

corcutt@asfa.k12.al.us or corcutt@asfaschool.org

In accordance with Federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <a href="http://www.ascr.usda.gov/complaint\_filing\_cust.html">http://www.ascr.usda.gov/complaint\_filing\_cust.html</a>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

- (2) Fax: (202)690-7442; or
- (3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.



The Alabama School of Fine Arts is a public school and as such, does not charge tuition to Alabama students. However, parents are responsible for certain fees, including those for specialty programs, dorm residency, matriculation and enrollment. The ASFA Foundation offers financial assistance to families to help cover these fees. Successful admission to ASFA takes talent, hard work and dedication. We feel strongly that any student accepted to the school should be able to attend, regardless of family income.

- Financial assistance applications and information are kept entirely confidential and shared only on a need to know basis.
- Applications for school admission are completely separate from applications for financial assistance. No student will be denied admission due to financial need.

• Families seeking financial assistance must submit an ASFA Financial Assistance Application and provide tax records to verify eligibility. Financial assistance for students living with other relatives or a guardian will be reviewed on a case by case basis.

• Financial Assistance is awarded on the basis of financial need as demonstrated through the application process. Assistance is funded entirely through donations and endowment income. Therefore, limited financial assistance funds are available each year. The completion of the financial assistance application is not a binding agreement that assistance is available or will be granted.

• The awarding of financial assistance is dependent upon complete cooperation from application families. All families are expected to honor all agreements and payment plans established with the school.

• For more information regarding financial assistance procedures, applications and deadlines, please contact Jaronda at jlittle@asfa.k12.al.us.

For financial assistance procedures and application, visit: www.asfaschool.org/financial-assistance

#### **ASFA Fees and Financial Aid**

Welcome to ASFA! I am so sorry we can't be together to meet each other and make sure your entry to ASFA was as smooth as possible, but at least we can give you some information. My contact information is included below and please feel free to reach out and ask me any questions you may have.

Overview - A fee sheet should be attached to this so you will have a general idea of our fees. I will send an email with individual fee information out in late May / early June to each family for the fees that would apply to each student. We try to get them out as early as possible after the current year fees and payment plans are closed. We will include in that email a time frame to either pay the fees in full or to set up a payment plan. If you need to set up a payment plan, we ask you to send the exact dates and amounts of your payments and all fees would need to be paid by the date included.

Some common questions -

**Will all my fees be on the June invoice?** Actually maybe. It will have all fees with the exception of any course fees. We wait until September to issue an invoice for those because we want to be sure classes are set and we have an accurate roll for each class that has fees. Only three classes have fees attached so that invoice may be complete.

How can I pay? We prefer a check or money order (fewer fees). If you need to pay by credit card, we can send an invoice by email that you can pay that way.

What is a payment plan? A payment plan option is available for those that cannot make their entire fee payment by the due date. Since you know your financial situation best, you would let us know what your plan would be – the exact dates of the payments and the amounts, just like a mortgage or loan payment. We would set that up and then receive the payments by those dates. We would need the plan in place by the payment deadline and the deadline of the completion of payment plan payments would be included in the invoice email.

Is financial assistance available? Yes. Please refer to that portion of this packet or visit the <u>financial assistance page</u> on the ASFA website.

Please feel free to reach out to me if you have any questions or need any additional information.

Jamie Plott CFO/COO jplott@asfa.k12.al.us

#### Fees are subject to change

Commitment Fee Late Fee Technology Fee	\$150.00 \$100.00 \$50.00
PSAT (10th & 11th grade students) Driver's Ed Fee Theatre Tech Fee Anatomy Elective	\$18.00 \$55.00 \$55.00 \$50.00
Creative Writing Fee	\$135.00
Dance Fee (Majors only)	\$200.00
Math/Science Fee (Majors only) Math/Science Fee - Seniors (Majors only)	\$275.00 \$325.00
Music Fee (Majors only)	\$150.00
Theatre Fee (Majors only) New Students Returning Students Makeup Kit (if needed - for returning students) Book Fee (if needed - for returning students)	\$257.00 \$180.00 \$57.00 \$20.00
Visual Arts Fee - Seniors Visual Arts Fee - Juniors Visual Arts Fee - 7-10th grade	\$60.00 \$50.00 \$45.00
Returned Check Fee	\$20.00
Dorm Fees Room Deposit (nonrefundable) Room (per semester) Meals should be taken care of through Titan and CNP account.	\$100.00 \$1,350.00
Out of State Tuition (per semester)	\$4,100.00
Other Fees of Note <b>(payable through a separate check only)</b> Lunchroom account (Also payable through Titan account online) Make check payable to - ASFA Lunchroom	
PTSO Dues (Payable through online portal) Make check payable to: ASFA PTSO	\$20.00
For questions regarding fees please contact Jamie Plott For Free and Reduiced Lunch Program information, please contact Cindy Orcutt, CNP Director. Information for Financial Aid can be found on our website.	

When paying school fees on a single check, please itemize the payments.

Other fees of note must be paid with additional checks.

DO NOT PAY ANY FEES AT THIS TIME THAT ARE NOT BILLED - WE WILL INVOICE WHEN FEES ARE DETERMINED

