

# TAS Summer Academy Online Registration Instructions

## Step 1: Login to Power School (Parent Sign-In):

 PowerSchool SIS

### Student and Parent Sign In

Some pages may not work correctly in **Internet Explorer**. If you experience problems, please use the most recent version of **Firefox**, **Chrome**, **Edge** or **Safari**.

#### Parent Sign In

You will be re-directed to a login page. Your username will be your **Parent ID**, followed by **@tas.edu.tw** (for example: **P1234567@tas.edu.tw**). Your password will be the **password** you use to login to **Tigernet**.

1 [Parent Sign In](#)

#### Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

[Student Sign In](#)

## Step 2: Select Child's Name and Click on Summer Academy Icon:

 PowerSchool

Name

Name

Grades and Attendance

School Contact Information

Withdrawal Notice

Helper ID Card Application

Parking & eTag Application

Campus Online

Weekly Menu

IB AP

Summer Academy - Course Enroll

Scroll down left menu to find Summer Academy-Course Enroll Icon

Select your child's name first, then scroll down the menu to find the *Summer Academy-Course Enroll* Icon.

Click on the *Summer Academy-Course Enroll* Icon to start!

Step 3: Complete these required fields before you can begin course selection:

**\*\*You have to complete these required fields before you can start choosing Courses.**

Summer Academy

Summer Academy Enrollment

1

☐ By checking this box, I agree that my current Powerschool data can be used for my child's Summer Academy registration

Summer Program Enrollment Contract

1. Rules and Regulations

We agree to accept the rules and regulations adopted by Taipei American School. We understand that our child's disregard of the rules and regulations may be deemed sufficient cause for dismissal.

Digital Signature Agreement (\* required)

1

☐ \* Payments are final and non-refundable, except in rare exceptions approved by the Director of Summer Academy. I understand that classes will run only when a minimum number of students have enrolled. If a class does not meet the minimum enrollment, every effort will be made to provide an alternative for your child, or a refund will be given.

Signatory:

2

Please select ▾ \*

Last Name:

3

\* Please type your name in English.

First Name:

4

\* Please type your name in English.

Date of Agreement: (MM/DD/YYYY):

xx/xx/xxxx

If you have any questions, please contact the accounting office at [billing@tas.edu.tw](mailto:billing@tas.edu.tw) or call 7750-9900 ext. 302 or 331.

5

Submit

Summer Academy - Summer Primary Contact

Please check primary contact for the summer

1

☐

Relationship to Student

Mother

Name (Family, First Middle)

Username

Email

Telephone

Telephone 2

OR

2

☐

Relationship to Student

Father

Name (Family, First Middle)

Username

Email

Telephone

Telephone 2

Confirm/Submit

3

Step 4: Complete the additional authorizations for LS or US (as applicable):

### Summer Academy - LS after school plan

Please note there will no school supervision after 12:10. Please make sure you pick up your children on time.

#### LS after school plan

☒ My child will be picked up at 12:00 by the following adult: 

Please Select

☐ My child will be picked up at 12:00 by sibling

☐ My child will be picked up by TYPA for afternoon session

☐ Other. Please contact the Summer Academy Office directly at [summeracademy@tas.tw](mailto:summeracademy@tas.tw)

Submit

### Authorization - Digital Signature Agreement

1

☐ **Please click the check box.** The electronic signature below is treated by Taipei American School like a physical handwritten signature on a paper form.

Permission:

2

Please select

Signatory:

3

Please select

Last Name:

4

First Name:

5

Submission Date (MM/DD/YYYY):

2/27/2020

Please ensure that all "required fields" are completed before you click the submit button. Your form will not be submitted and will be reset if there are missing "required fields".

6

Submit

Step 5: Complete the Survey:

## Summer Academy - Survey

Please help us improve our services by filling out this survey.

What was the main source of information that influenced your decision to enroll your child in our summer program? \*

Please Select

Please Select

Summer Academy website

Summer Academy printed course catalog

TAS social media posts

Parent Post

My child

Friend

Parent Line Group

Other

I prefer not to answer

Submit

Step 6: Select courses:

Summer Academy - Course Selection

**Payment Due Date:** A space can only be reserved for your child if the payment is received within **FIVE working days** after registration submission.

Please note if you have signed up for a **MS Math class** or an **US Math/Science class** enrollment is pending approval from the Department Chair & Summer Academy Director. The Summer Academy Office will contact you once approval has been given.

|   | Term                               | Course Name                              | Max Enrollment | Course Fee |
|---|------------------------------------|------------------------------------------|----------------|------------|
| 1 | <input type="checkbox"/> Session 1 | Reading/Writing Summer Workshop - Gr. 2  | 22             | NT\$2,735  |
|   | <input type="checkbox"/> Session 1 | STEM Exploration - Grades 2 & 3          | 18             | NT\$2,735  |
|   | <input type="checkbox"/> Session 1 | Story Writing & Illustration - Gr. 2 & 3 | 22             | NT\$2,735  |
|   | <input type="checkbox"/> Session 2 | Reading/Writing Summer Workshop - Gr. 2  | 22             | NT\$2,735  |
| 2 | <input type="checkbox"/> Session 2 | Story Writing & Illustration - Gr. 2 & 3 | 22             | NT\$2,735  |

3 Submit

Step 7: Waitlist (if necessary):

MS Art and Innovation Class

MS Art and Innovation Class ( Session 1 ) is currently full. If you would like to be added to the waitlist, please confirm **Yes**. You will be added to the waitlist in the order of your submission time stamp.

Yes

No

If the class is full, you can click **YES** to be on the waitlist; or click **NO** to select another course.

## Step 8: Registration Confirmation Page:

### Summer Academy - Course Selection

Thank you. You have successfully enrolled in the following Summer Academy class(es). Please note if you have signed up for a **MS Math class** or an **US Math/Science class** enrollment is pending approval from the Department Chair & Summer Academy Director. The Summer Academy Office will contact you once approval has been given.

| Enrolled  |                 |                 |                                  |
|-----------|-----------------|-----------------|----------------------------------|
| Term      | Course Name     | Submission Date | Course Fee                       |
| 2023-2024 | Honors Geometry | 03/07/2024      | NT\$ <input type="text"/>        |
|           |                 |                 | Total: NT\$ <input type="text"/> |

## Step 9: Payment Methods are here:

School Fee Payment Methods:

• NTD Cash/ NTD Check/USD Check : Kindly bring your payment to our cashier office

• Bank Transfer: NTD Wire transfer

Beneficiary Bank : (Bank Code 017): Mega International Commercial Bank, Lan Ya Branch

收款銀行: (銀行代號017)兆豐國際商業銀行蘭雅分行

Account Name: Taipei American School

戶名: 台北美國學校

Bank Account Number (NT\$) : 53220000+ last 6 digits student ID

新台幣銀行帳號 : 53220000+學生後6碼學生學號

(Example : Student ID: 22108388 ; Bank Account Number :53220000108388

例如:學生學號22108388, 銀行帳號:53220000108388)

• Credit Card: Payable Online at CTBC platform (see detailed instructions below)

\*\*Please note:

Only available for TAS students

Only Visa/ MasterCard issued by banks in Taiwan will be accepted. 只接受台灣發卡銀行所發行之信用卡

Payment by Credit Card will only be available 2 working days after your date of registration. 信用卡付款於報名後需二個工作日,方可至CTBC網站使用信用卡繳費

You will also receive a confirmation email when you complete the online registration process. If you have more than one child, please choose your other child's name and start this process again.

If you still have problems with online enrollment, please contact the TAS Summer Academy office: [summeracademy@tas.edu.tw](mailto:summeracademy@tas.edu.tw), or tel: +886-02-7750-9900 x 892.