



THE ALASKA CLUB

FAMILY PARTNERSHIP CHARTER SCHOOL (HOMESCHOOL) MEMBERSHIP INVOICING INSTRUCTIONS MEMBERSHIP TERMS

- \$0 Enrollment Fee
- \$0 Fitness Fees
- No Free Time Included
- A valid form of payment must remain on file, even if billing is set up through Family Partnership

Process for Invoicing Family Partnership (FPCS)

If you would like The Alaska Club to requisition payment/invoice Family Partnership on your behalf, please follow these steps:

1. Provide Student Information

- Email dcedeno@thealaskaclub.com with the name(s) of the student(s) enrolled in Family Partnership.

2. Invoice Submission

- The Alaska Club will prepare and submit the invoice directly to FPCS and copy the member on the email for their records.

3. Billing Cycle

- Invoices are submitted one semester at a time.

4. Member Responsibility

- If FPCS delays or declines payment, the member is responsible for covering the membership balance.
- Members are encouraged to contact Family Partnership directly for the status of their payment once the invoice has been submitted.

5. Dues Collect at the Point of Sale

- If the member is requesting requisition/direct billing from FPCS, list prorated dues – but do not collect. This will be included in the invoice we send FPCS

Please email for if you have questions.