

Book	Policy Manual
Section	Special Update - July 2023 for Board Approval
Title	Revised Policy - Special Update - July 2023 - STUDENT FEES AND CHARGES
Code	po6152
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Adopted	June 20, 2006
Last Revised	June 20, 2023

### Revised Policy - Special Update - July 2023

#### 6152 - STUDENT FEES AND CHARGES

~~Because of limited financial means, the School Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. Such charges may be made on expendable items including but not limited to magazines, workbook materials, paperback selections, and laboratory supplies as well as fees for lost or damaged books and materials for independent study or special projects, and School Corporation sponsored trips. No student, however, shall be denied any educational opportunity because of inability to pay any fee or charge.~~

~~A charge shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add on for loss. Money received from the resale of such material shall be returned to the \_\_\_\_\_ with an accurate accounting of all transactions.~~

~~When Corporation property, equipment, or supplies are damaged, lost, or taken by a student, a fee shall be assessed. The fee shall be reasonable, seeking only to compensate the Corporation for the expense or loss incurred.~~

The School Board may assess and collect a reasonable fee for lost or significantly damaged curricular materials. The Superintendent shall develop administrative guidelines for the selection, care, custody, maintenance, and return of all curricular materials and supplementary materials and equipment and provide for the assessment of fees for lost or significantly damaged curricular materials.

The late return of borrowed books or materials from the **School** Corporation's school libraries shall be subject to appropriate fees.

Any fees collected by members of the staff are to be turned in to the Business Office within twenty-four (24) hours after collection.

Fees assessed for lost or significantly damaged curricular materials or equipment shall be collected in accordance with the Superintendent's administrative guidelines (AG 2510B - Collection of Fees for Lost or Significantly Damaged Curricular Materials).

~~In the event If~~ the above course of action does not result in the fee being collected, the Board authorizes the ( **x** ) Corporation's local counsel ( **x** ) collection agency ( **x** ) **[OTHER]** \_\_\_\_\_ **Treasurer/Deputy Treasurer** [fill in the blank by naming a **school Corporation employee by position**] to take the student and/or the parents to Small Claims Court for collection if the claim does not exceed \$1,500 (if a Corporation employee) or the jurisdictional limit of the county small claims court (if the Corporation's local counsel or a collection agency). If the claim exceeds the jurisdictional limit of the county small claims court, the Board authorizes the ~~Corporation attorney~~ **Corporation's local counsel [ x ]** or another attorney **[END OF OPTION]** to pursue a collection action in the appropriate court against the student and/or the parents. ~~Please refer to AG 2510B - Collection of Textbook Rental Fees and AG 2510C - Delinquent Student Textbook Rental Fees for a detailed collection procedure.~~

Fees collected for lost or significantly damaged curricular materials shall be deposited in a separate curricular materials account (I.C. 20-40-22-9) for the school in which the student was enrolled at the time the fee was imposed.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

Fees for **lost or significantly damaged** curricular materials, ~~supplies, and other class fees~~ may not be charged to or collected from a **child-student** whose parent meets the eligibility standard for financial assistance, an emancipated minor who meets the eligibility standard for financial assistance, or a homeless student within the meaning of the McKinney-Vento Act. In such cases, the fees shall be paid by the Board, and the Board may apply for reimbursement from the Indiana Department of Education for the costs incurred or seek appropriate Federal funds, such as McKinney-Vento grant funds. ~~To the extent the reimbursement received by the Board is less than the rental fee assessed for curricular materials, a statement of the unreimbursed fees may be mailed to the parents of the student or to the emancipated minor. However, no other collection action may be taken.~~

Any dispute regarding a charge or fee that is imposed shall not delay the enrollment of a homeless student or serve as a barrier to enrollment by delaying the transfer of student records to another school or school ~~corporation~~ **corporation**, if applicable.

The Corporation shall give notice in nontechnical language and in a manner that reasonably can be expected to reach parents of students before the collection of any fees ~~for schoolbooks and supplies~~ **that are not for curricular materials**. This notice shall inform the parents of the following:

- A. the availability of assistance
- B. the eligibility standards
- C. the procedure for obtaining assistance, including the right and method of appeal
- D. the availability of application forms at a designated school office
- E. **that they may be required to pay a reasonable fee for lost or significantly damaged curricular materials**
- F. **the procedure for obtaining assistance**
- G. **the right to appeal an assessment of a fee for lost or significantly damaged curricular materials, including the procedure required**

This notice shall be included when the statement of fees is mailed to the parents, **adult student**, or emancipated minor.

**[OPTIONAL – THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO REFUND FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]:**

~~[ ] If a student has paid the fees or charges described above, and the student transfers, withdraws, is expelled, or is unable to complete or continue to participate in a class, or activity, or utilize a school service for which the student or his/her parents have paid the applicable fees or charges, the Corporation shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as \_\_\_\_\_ ( ) [e.g., one-fourth (1/4) or one-third (1/3)] or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$ \_\_\_\_\_. [Recommended amount is \$5.00.]~~

~~If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees and are owed a refund of all, or a proportionate share of any fees amounting to at least \$ \_\_\_\_\_ [Recommended amount is \$5.00], the Corporation shall promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or within \_\_\_\_\_ ( ) days, whichever is longer. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within \_\_\_\_\_ ( ) days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.~~

**[END OF OPTION]**

**[Drafting Note: This section should mirror the options chosen in Policy 2510 – Adoption of Curricular Materials.]**

**[ x ] If the Board determines that a hardship exists due to the inability of a student's family or an adult student or emancipated minor to pay any required fees or a reasonable fee for lost or significantly damaged curricular materials, taking into consideration the income of the family or the adult student or emancipated minor and the demands on the family or the adult student or emancipated minor, the Board ( x ) may ( ) shall [end of options] waive the fee.**

**[END OF OPTION]**

**[OPTIONAL – THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO WRITE OFF FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]:**

☒ ] The Corporation may write-off any outstanding unpaid student fees of \$ \_\_\_\_\_ **[Recommended amount is \$5.00]** or less, if not paid by \_\_\_\_\_ of the school year following the school year or activity season in which the debt for nonpayment of student fees was incurred. fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, of \$ \_\_\_\_\_ **[Recommended amount is \$5.00]** or less, if not paid by \_\_\_\_\_ the end \_\_\_\_\_ of the school year following the school year or activity season in which the debt was incurred.

Unpaid student fees in excess of \$ \_\_\_\_\_ **[Recommended amount is \$5.00]** may, at the discretion of the School Treasurer or his/her designee, be written off \_\_\_\_\_ ( ) years after the end of the school year or activity season in which the debt for nonpayment of student fees was incurred. Fees in excess of \$ \_\_\_\_\_ **[Recommended amount is \$5.00]** may be written off at any time, if the principal, or his/her designee, determines the student's parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

Unpaid fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, in excess of \$ \_\_\_\_\_ **[Recommended amount is \$5.00]** may, at the discretion of the school treasurer or designee, be written off \_\_\_\_\_ one ( 1 ) years after the end of the school year or activity season in which the debt was incurred. Fees in excess of \$ \_\_\_\_\_ **[Recommended amount is \$5.00]** may be written off at any time, if the Principal or designee determines the student's parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

**[END OF OPTION]**

I.C. 20-18-2-2.7

I.C. 20-26-5-4(12)(B)

I.C. 20-26-12-1(B)

I.C. 20-33-5-3

I.C. 20-33-5-5

I.C. 20-33-5-11

I.C. 20-41-2-5(b)

I.C. 20-42-3-10

Grants for State and Local Activities for Education of Homeless Children and Youth, 42 U.S.C. 11432(g)(1)(I)

Indiana State Board of Accounts, Public Schools Audit Manual

Indiana State Board of Accounts, School Administrator

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11301 et seq.

Education for Homeless Children and Youths Program Non-Regulatory Guidance, p. 25 (US DOE July 2016)

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