

Book	Policy Manual
Section	POLICIES FOR THE BOARD, JUNE, 2023
Title	Copy of Copy of STUDENT FEES AND CHARGES
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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 ~~would~~ **may** be made on expendable items ~~such as, 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 Corporation-sponsored trips. No student, however, shall be ~~deprived of participation in an activity~~ **denied any educational opportunity** because of ~~lack of financial ability~~ **inability to pay a 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.

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

The late return of borrowed books or materials from the school libraries ~~will~~ **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.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or ~~his/her~~ the parents to Small Claims Court for collection if the claim does not exceed **\$1,500 the jurisdictional limit of the county small claims court**. If the claim exceeds **\$1,500, the jurisdictional limit of the county small claims court**, the Board authorizes the Corporation attorney or another attorney to pursue a collection action in the appropriate court against the student and/or ~~his/her~~ the parents.

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.

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 if applicable.

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 one-fourth (1/4) 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 five dollars (\$5).

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 five dollars (\$5), 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. 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. Parents and students shall be given written notice of this policy at the time of school enrollment.

The Corporation may write-off any outstanding unpaid student fees of \$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 for nonpayment of student fees was incurred.

Unpaid student fees in excess of \$5.00 may, at the discretion of the School Treasurer or his/her designee, be written off one (1) year 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 \$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.

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Indiana State Board of Accounts, Public Schools Audit Manual

Indiana State Board of Accounts, School Administrator