

REVISED POLICY – VOL. 30, NO. 1

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 be made on expendable items such as, but not limited to, magazines, workbook materials, paperback selections, and laboratory supplies as well as for lost or damaged books and materials for independent study or special projects, and School Corporation-sponsored trips. No student, however, shall be deprived of participation in an activity because of lack of financial ability to pay a 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 be assessed. The fee will be reasonable, seeking only to compensate the Corporation for the expense or loss incurred.

The late return of borrowed books or materials from the Corporation's school libraries will 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 [fill in the blank by naming a school employee by position] to take the student and/or his/her parents to Small Claims Court for collection if the claim does not exceed \$1,500. If the claim exceeds \$1,500, the Board authorizes the Corporation attorney [] or another attorney [END OF OPTION] to pursue a collection action in the appropriate court against the student and/or his/her parents.

[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 \$ 5.00. **[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 \$ 5.00. **[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 30 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 30 days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

[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.

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.

[END OF OPTION]

| [I.C. 20-33-5-11](#)

Indiana State Board of Accounts, *Public Schools Audit Manual*
Indiana State Board of Accounts, *School Administrator*

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