

Book	Policy Manual
Section	6000 Finances
Title	Copy of STUDENT FEES AND CHARGES
Code	po6152
Status	
Legal	I.C. 20-33-5-11 Indiana State Board of Accounts, Public Schools Audit Manual Indiana State Board of Accounts, School Administrator
Adopted	April 21, 2003
Last Revised	December 18, 2017
Last Reviewed	June 19, 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 ~~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 School 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. Money received from the resale of such material shall be returned to the Corporation with an accurate accounting of all transactions.

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 Corporation's 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 collection agency 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 to pursue a collection action in the appropriate court against the student and/or ~~his/her~~ 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.

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 curricular materials, supplies, and other class fees may not be charged to or collected from a child 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 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. This notice shall inform the parents of the following:

- ⌋ the availability of assistance
- ⌋ the eligibility standards
- ⌋ the procedure for obtaining assistance, including the right and method of appeal
- ⌋ the availability of application forms at a designated school office

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

The Corporation may write-off any outstanding unpaid student fees of \$5.00 or less, if not paid by June 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 two (2) 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 \$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.

I.C. 20-33-5-11
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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