

Administrative Regulation

School Fees

In accordance with School Code and District 59 policy, “School fees” include but are not limited to the following and are subject to the Waiver policies and procedures (Board Regulation 4.140 – R2):

- A) All charges for consumable instructional materials, “Instructional Materials Fee.”
- B) All charges and deposits collected by a school for use of school property (e.g., locks, towels, student ID’s, laboratory equipment).
- C) Charges for field trips made during school hours or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry, outdoor education programs, or field trips related to instruction in social studies, the fine arts, career / vocational education or the science).
- D) Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- E) Charges to participate in extracurricular activity.
- F) Charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies).
- G) Graduation fees (e.g., caps, gowns).
- H) School records fees.
- I) School health services fees.

The following are not recognized as “School fees” and are not subject to Waiver policies and procedures:

- A) Library fines and other charges made for the loss, misuse, destruction or replacement of school property (e.g., musical instruments, uniforms, locks, school ID’s).
- B) Charges for the purchase of yearbooks, pictures, diploma covers or similar items.
- C) Charge for the optional purchase of district-provided calculators.
- D) Charges for optional travel undertaken by a school club or group of students outside of school hours, or for optional grade level recreational activities, such as trips to amusement parks.
- E) Charges for admission to school dances, athletic events or other social events.
- F) Optional community service programs for which fees are charged (e.g., preschool, before- and after-school child care, recreation programs).

Building Principals may establish school fees unique to their building. These building-level fees must be established prior to the preparation of annual registration materials. School fees are not to be used for fund raising purposes.

Families shall be notified of school fees prior to the start of the school year as part of district registration materials; however schools are responsible for notifying newly enrolled students of their financial obligations. Principals have the authority to establish a payment plan for families who have not qualified for a waiver but may have difficulty paying all fees at once.

Families who are unable to afford fees may apply for a Waiver of Fees. Families should not make a fee payment if they are applying for a Waiver. Refer to Administrative Regulation 4.140 – R2 Waiver of Fees.

Annually the Board of Education will establish by Resolution an Instructional Materials Fee for consumable instructional materials.

If a student attends any of the first semester, the entire annual fee must be paid, even if the student will not be attending the second semester. A child who withdraws from school during the fall semester will be eligible for a refund for the second (spring) semester upon written request. No refund will be made to families withdrawing a child from school during the spring semester. If a student enrolls in the second semester, the student will owe only the second semester fee. If a student starts school later than the first day of the semester, that student owes for the entire semester. A semester payment is defined as one-half the annual fee.

Invoice and Payment

Families will be notified of applicable school fees prior to the start of the school year or upon enrollment. Payment can be made by cash, check or credit card. Payments by credit card can only be accepted via the District's on-line payment program. The on-line payment program will also accept checks. Checks should be made payable to School District 59. Fees are due before the first day of student attendance. Receipts will be given by the school for cash only (Form B-58). Returned checks will be handled according to the return check procedure.

Data Management

School fees will be recorded and tracked via the student database and must be kept current. The Building Principal is responsible for - monitoring payment plans.

Waiver of School Fees

The district's policy (B.P. No. 4.140), administrative regulations (4.140- R1 and 2), and exhibit (B. P. 4.140 – E) will be followed when processing a request for a waiver of school fees.

If a waiver is denied, the parent has two options:

- Option 1: to pay either the full amount or via payment plan
- Option 2: to submit an Appeal of Denial of School Fee Waiver form to the Superintendent within 14 days. (Refer to Board Administrative Regulation 4.140-R2.)

Prior year un-paid balances are not subject to a Fee Waiver.

Delinquent or Non-Payment of School Fees

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parent(s)/guardian(s) are unable to pay required school fees. However, failure to pay fees related to damage or loss of district-owned materials and equipment will result in the denial of school privileges (such as participation in extracurricular activities, summer school, inter-sessions, special after-school programs, social events, or graduation ceremonies). In addition, the District may contact a collection agency to assist in the collection of unpaid fees or pursue other legal means to collect unpaid fees. Families who have not paid their fees and become eligible for a waiver during the school year remain responsible for payment of applicable fees as referenced above.

A \$25 charge will be assessed for each non-sufficient funds (NSF) received. NSF fees are subject to the same procedures as all other fees. (Reference BP 4.45)

Families shall be notified of their delinquent status prior to the 45th day of enrollment or prior to implementation of the first consequence.

It shall be a shared responsibility of the Business Services Department and the Building Principal to collect delinquent or unpaid fees. The Building Principal is responsible for assuring consequences are applied when required.

Refunds

If a student leaves the district, a refund will be given only upon written request and prorated by semester. If a student is enrolled for more than ten school days, no refund will be provided for that semester. Refunds will be requested by check request from the student's school and approved by the Principal. The check request will be subject to the accounts payable cut-off date schedule. The refund check will only be issued via the regular monthly board approval of disbursements.

CROSS REF.: 4.140 (School Fees); 4.140-R2 (Waiver of School Fees); 4.140-E1 (Application for Waiver of Fees); 4.140-E2 (Response to Waiver).

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