

## **STUDENT FEES, FINES AND CHARGES**

### Collection

All fees, fines and charges (current and past due) are considered delinquent if not collected within thirty (30) days of the beginning of the school year for Kindergarten through 9<sup>th</sup> grade, and within thirty (30) days of the beginning of each semester for grades 10 through 12.

### Delinquent Fees, Fines and Charges at the Time of a Record Request to another school district

Any student who owes delinquent fees, fines and charges shall be subject to the following restrictions:

- Transcripts, school credits and diplomas may be withheld until fees are paid in full.
- Participation in non-curricular field trips shall be prohibited until fees are paid in full or a payment plan is established.
- No student will be allowed to participate in an extracurricular activity that requires a fee until the fee is paid or a payment plan is established.

### Methods of Payment

All fees, fines and charges may be paid with cash, check, money order, Mastercard or Visa. A minimum charge is assessed for returned checks to recover the cost to the District.

Mastercard and Visa can be used to pay fees if the total is \$5.00 or greater. In addition, on line payments can be made with a Mastercard or Visa. Please refer to the Fairfield City Schools website – [www.fairfieldcityschools.com](http://www.fairfieldcityschools.com) home page where the “SPSEZPay” option is indicated.

### Financial Assistance

The Building Administrator may allow for the establishment of payment plans as an approved method for paying fees, fines and charges. If a student is in compliance with the approved payment plan, such fees, fines, and charges shall not be considered delinquent.

### Application Process for Waiver of Instructional Fees

Instructional fees will be waived (in full) for a student who is approved for “free” breakfast/lunch through the National School Lunch/School Breakfast Program application process. A student, parent or guardian must complete and return the National School Lunch/School Breakfast Program application to the Support Services Department. A “Waiver of School & Extracurricular Fees” form must also be completed and submitted by the student/parent or guardian to the building secretary/bookkeeper to qualify for the exemption of instructional fees. (See JN-E-1). This waiver does not apply to any fees that may be charged for a pupil enrichment program that is not a course of instruction, school pictures, fines, lost or damaged books, parking fees or lunch charges.

The District will accept payment vouchers from organizations approved by the District Treasurer for fees.

### Court Action and/or Collection Agency

All delinquent fees, fines and charges as of the end of the school year may be taken to small claims court and/or turned over to a collection agency.

(Approved: September 4, 1997; Revised: September 21, 2006, Further amended: July 19, 2007,  
Further amended: August 20, 2008, Further amended: August 13, 2009)