

Porter Township School Corporation Collections Policy:

STUDENT FEES AND CHARGES (6152)

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 libraries will be subject to appropriate fees.

Any fees collected by members of the staff are to be turned in to the principal's office within twenty-four (24) hours after collection, who will in turn remit such fines to the Business Office in a timely fashion.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Business Agent 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 to pursue a collection action in the appropriate court against the student and/or his/her parents.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Business Manager to take the student and/or his/her parents to Small Claims Court or a collection agency for collection.

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, and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$5.00.

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.

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Legal

Indiana State Board of Accounts, Public Schools Audit Manual

Indiana State Board of Accounts, School Administrator

PROCEDURE:

If there is an overdue book rental and/or fees balance by September of the current school year these steps will be followed by Porter Township School Corporation:

STEP 1: A late payment notice is emailed and/or mailed to the primary parent on the child's account at the beginning of October stating the amount of late book rental and/or fees along with the offering of a payment plan.

STEP 2: A second overdue notice is emailed and/or mailed to the primary parent on the child's account at the beginning of November stating the amount of late book rental and/or fees along with an offering of a payment plan

STEP 3: A final overdue notice is emailed and/or mailed to the primary parent on the child's account at the beginning of January stating the amount of late book rental and/or fees will be turned over to TRECs after February 1st. In order to keep the amount from not being submitted, the amount must be paid in full or an agreement to a payment plan must be in place.

STEP 4: In March, the new school year's debt is added to the December submission file for the Indiana State Tax Refund Exchange & Compliance System (TRECS). This Indiana service will allow PTSC to collect the debt using the debtor's state tax refund. The debtor will be responsible for a \$20 transaction fee along with a 15% additional processing fee access by the TRECS program and the Department of Revenue.

STEP 5: In December of the following school year, any past school years' debts are submitted to TRECS. Again, this Indiana service will allow PTSC to collect outstanding debt due to the school corporation using the debtor's state tax refund. The debtor will be responsible for a \$20 transaction fee along with a 15% additional processing fee access by the TRECS program and the Department of Revenue.

If the debtor is found to not have a state tax refund, the debt amount may be submitted to TRECS over several years to try and capture the debt. A letter will be sent in each July regarding the total debt still due to the Porter Township School Corporation. After 5 years of submission to TRECS without results and at the discretion of PTSC, the debt may be then turned over to a traditional collection agency or lawyer for collection of this debt. Any outstanding debt over \$1,500 may be taken to small claims court.