ADMINISTRATION 12 – Instructional Material Fees Collection

Date: November 14, 2003 Revise: November 26, 2014 Responsible Administrator: Secretary Treasurer

1.0 RATIONALE:

Instructional Material Fees administered for material resources shall be collected and utilized for the purpose of obtaining material resources for students.

2.0 PROCESS:

The Secretary Treasurer will be responsible for ensuring the collection of Instructional Material Fees is undertaken according to established guidelines.

3.0 GUIDELINES:

3.1 In May and June of each school year, schools shall notify parents through their newsletter of the Instructional Material Fees for the subsequent school year.

3.2 After the first Friday in the new school year, each school shall send a reminder letter to parents who have not submitted payments and request such fees.

3.3 Schools are required to submit a chronological summary of the collection process, along with payments of fees collected, to the central office Finance Advisor by the 15th of each month

3.4 In December and January, a letter shall be sent to parents, with respect to delinquent accounts indicating a final payment due date of January 31st , and that any outstanding account as of that date may be placed with a collection agency.

3.5 In cases of genuine hardships, principals have the discretion and flexibility to waive or make alternative payment arrangements.

3.6 Upon approval of the principal, a list of all other outstanding accounts as of January 31st shall be forwarded to the collection agency by school office personnel.

3.7 Once an account is placed for collection, the collected balances will follow the process in 3.3.

3.8 The school's goal shall be to collect 100% of the Instructional Material Fees.

References:
Board Police: *D/1/13 - Instructional Materials*
Admin Practice: *Admin 11 - Instructional Materials Procedures*
Education Services 7 - Curricular and Extra-curricular Fees