

Dietrich School District No. 314

3442P

STUDENTS

Student Fee Procedure

This procedure will be used in concert with policy 3442. Student fees from a previous activity or incurred in the previous quarter (e.g. book fine) must be paid in full prior to a student participating in a follow on activity.

Statements will be sent to patrons owing fees to the school during the first full week of every month.

When a student reaches \$10 remaining on their hot lunch account parents will be notified via e-mail or phone call.

Collection Steps:

Month 1: Send out regular statement

Month 2 (Greater than 30 days in arears): A call will be made by the Superintendent along with receiving a statement in the mail.

Month 3: A form letter will be sent along with the current statement, and a follow up call from the Superintendent will be placed.

Month 4: Handle on a case by case basis

Policy History:

Adopted on: March 2015

Revised on: