



3000 - Finance

20 - Collection of Delinquent Student Fees Policy

1. Purpose

- 1.1. Certain programs and services offered by Providence Hall Charter School (PHCS) are possible only through fees paid by parents/guardians of students participating in such programs or receiving such services. Fees may be imposed only in accordance with Utah law and the PHCS *Fee Policy* (*Fee Policy*).
- 1.2. The success of these programs and services depends on parents/guardians paying the associated fees. PHCS strives to provide students with these opportunities despite the inability of some parents/guardians to pay. Parents/guardians struggling with the financial burden of student fees may apply for fee waivers as outlined in the *Fee Policy*, and those who qualify may receive assistance. Yet despite these options, many fees remain unpaid. This policy is adopted to minimize the amount of unpaid fees and to establish procedures for collecting them. The policy aims to ensure that employees, students, and parents/guardians have a shared understanding of the expectations for payment and collection of fees.

2. Definitions

- 2.1. **Collection Efforts** - Using a collecting agency or other means to collect delinquent fees.
- 2.2. **Delinquent** - A student fee account that shows a balance owed.
- 2.3. **Fee** - A Fee means something of monetary value requested or required by an LEA as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school. Fee includes money or something of monetary value raised by a student or the student's family through fundraising. For purposes of this policy, charges related to the National School Lunch Program are not fees. In addition, costs associated with optional purchases (Personal Discretionary Purchases/Additional Discretionary Projects) such as school photos or yearbooks and other costs as designated in the *Fee Policy*.
- 2.4. **Non-Sufficient Funds (NSF)** - The status of a bank account upon which a check is drawn when the check cannot be honored because insufficient funds are available in the account. An NSF check is also commonly known as a bad check or a bounced check.
- 2.5. **Parent/Guardian** - A student's parent, legal guardian, or person acting as the parent for school purposes.

3. Student Participation and Payment of Student Fees

- 3.1. Student fees must be received and receipted in accordance with PHCS procedures and policy.
- 3.2. Students and parents/guardians may pay fees using cash, check, credit card, or an online system, in accordance with the *Fee Policy* and PHCS procedures. PHCS may require cash if it has reason to believe a check may be returned NSF or a credit card payment may be cancelled.
- 3.3. A student who qualifies and has been approved for a fee waiver under the *Fee Policy*, may participate in a program or activity without paying the fee, as described in the *Fee Policy*. The restrictions in Section 3.4. do not apply to a student eligible for a fee waiver.
- 3.4. A student who does not qualify and has not been approved for a fee waiver may not participate in a program or activity for which a fee is charged under the *Fee Policy* until the fee for that program or activity is paid in full, to include not participating in practices, rehearsals, competitions, or performances, (except as otherwise provided in this policy).



- 3.4.1. A student may register for school, attend class, and receive textbooks even if the basic registration fee has not been paid. PHCS may use collection efforts to collect unpaid registration and textbook fees.
- 3.4.2. Except for associated student travel costs, building administration may allow a student to participate in an program or activity before the full fee for that program or activity is paid, but only if the following conditions are met:
 - 3.4.2.1. part of the fee, in an amount set by PHCS, has been paid;
 - 3.4.2.2. the student's parent/guardian has signed an agreed upon installment plan that includes all the requirements of such a plan as outlined in the "Collection of School Fees" section of the *Fee Policy*; and; and
 - 3.4.2.3. PHCS has reason to believe the fee will be paid in accordance with the installment plan.

Except as provided in Sections 3.3. and 3.5., a student may not travel until the fees for the travel have been paid in full. Nonrefundable expenses such as hotels, airline tickets, and admissions tickets may not be purchased for a student whose travel fees have not been paid in full.

- 3.5. On rare occasions a Principal may determine that a student's circumstances warrant a special hardship exception to the requirement that fees be paid in full before a student may participate. On such occasions the student or their family must be undergoing a significant unforeseen hardship not covered by the fee waiver provisions of the *Fee Policy* that prevents the fee from being paid in full before participation in a program or activity. The hardship exception does not waive the fee unless the Fee Waiver Administrator waives it under the *Fee Policy*. The restrictions in Sections 3.4. do not apply if the Principal has granted a hardship exception.

4. **Collection Procedures for Delinquent Student Fees**

- 4.1. As described in Section 3.0., and consistent with the exceptions listed therein, a student fee is due at or before the time of a student's participation in a program or activity, before tickets are purchased for student travel, and before a student receives any goods for which the fee is charged. If a student participates or receives items before a fee is paid, the fee becomes delinquent as soon as the student participates or receives any items for which a fee is charged.
- 4.2. PHCS may engage in collection efforts to recover a delinquent fee.
- 4.3. Before PHCS can engage in collection efforts to recover a delinquent fee, PHCS must ensure a parent/guardian has been provided access to a fee waiver application. PHCS must document the date and manner in which a parent/guardian was provided access to a fee waiver application. Consistent with the *Fee Policy*, PHCS may require alternatives to fee waivers or provide other opportunities for students to pay fees.
- 4.4. When a student fee becomes delinquent, PHCS shall employ the following minimal procedures to collect the delinquent fee. PHCS shall document each of the procedures it completes.
 - 4.4.1. Provide written notice to the parent/guardian of the delinquent fee amount, what the fee was charged for, the date the fee was due, and a new date by which the fee must be paid in full before PHCS engages in further attempts to collect.
 - 4.4.2. If the delinquent fee was not paid in full by the date specified in the first notice, PHCS shall provide a second written notice repeating the information from the first notice, inviting the parent/guardian to enter into an installment plan as outlined in the *Fee Policy*, and outlining the consequences listed in Section 6.0.



- 4.4.3. If the delinquent fee was not paid or an installment plan was not entered into by the date specified in the second notice, PHCS shall provide a third written notice repeating the information found in the second notice and notifying the parent/guardian of PHCS' intent to engage in collection efforts by a specified date if the fee is not paid in full or if an installment plan is not entered into as outlined in the *Fee Policy*.
 - 4.4.4. If the delinquent fee was not paid or if an installment plan was not entered into by the date specified in the third notice, the building administrator may proceed with collection efforts. Collection efforts include assigning the debt to a collection agency with which PHCS has contracted or proceeding with a civil action in court to collect the delinquent fees. The principal or an assistant principal sends a written notice to a parent/guardian notifying them of assigning the debt to a collection agency or of the intent to file a civil action in court.
 - 4.5. If a student with a delinquent fee changes schools, the receiving school is not responsible for the debt nor is it required to attempt to collect the debt.
5. **NSF Checks**
 - 5.1. Utah law provides specific notice requirements and collection procedures after receipt of an NSF check. Therefore, a building administrator (or designee) may notify the business office immediately upon receiving an NSF check. In addition, a person who knowingly issues a bad check may be guilty of a crime.
 - 5.2. The business office may notify law enforcement if it has reason to believe a person has knowingly issued a NSF check to PHCS.
6. **Consequences of Delinquent Fees**
 - 6.1. PHCS may deny certain privileges to students who have delinquent fees within the limits of PHCS policy. A student with delinquent fees may be denied the opportunity to participate in graduation ceremonies, attend reward activities, receive an activity card, receive a yearbook early, or participate in the extracurricular activity for which the fee is charged.