

## STUDENT FEE COLLECTION

1. Each building principal shall provide the business office a listing of unpaid student fees prior to the end of the school year. The list shall contain the student's name, specific fee amount owed and the parent or guardian's name and address.
2. The District business office shall send a formal invoice to the parents requesting payment for the unpaid fee within 30 days of the invoice date. The invoice shall include a notice that the unpaid amounts may be turned over to the District's collection service if not paid in full or other satisfactory payment arrangements have not been agreed to between the parent and District business office.
3. If the District receives no payment within the specified time period, the District business office may file the claim with the District's collection service.

Approved: February 12, 2001

Reviewed: March 14, 2011; May 9, 2016

Revised: January 10, 2005