

Debt Collection Guidelines, Procedures & Standards

Fees and Fines Procedure

All teachers and coaching staff are responsible for management of supplies, uniforms, and other materials relevant to their position and distribution to students.

In the event of a lost or damaged item, a teacher or coach is responsible to immediately complete a Fees & Fines Authorization Form in its entirety and submit to their building administrator. Building level administrators are responsible to review the document and sign.

The building administrator's designee will enter the documentation into the Fees & Fines tracking system.

If a fee or fine is paid the school designee is responsible to receipt the payment of such monies and document in the tracking system.

If items are returned, the teacher, coach, or school designee will then complete a Fees & Fines Change Form. Adjustments will also be made in the tracking system.

Should financial problems become apparent for any individual student or student's family, the district will evaluate extenuating circumstances and make any appropriate adjustments to one or more fees or fines. At the discretion of the building administrator, a portion or full amount may be waived by completing the Fees & Fines Waiver Form. Adjustments will also be made in the tracking system. (This information will be included in registration materials.)

Assessing Fees or Fines

Any Lab Fee unpaid after 10 days of class enrollment will be entered as a Fee/Fines into the Fee & Fines Tracking System and charged to the student/parent.

Any schedule change not paid at the time of said schedule change will be entered into the Fee & Fines Tracking System and charged to the student/parent.

Lost Equipment, Books, Keys, etc. will be charged to the student/parent and entered into the Fee & Fines Tracking System.

Vandalism to District Property or Equipment will be charged to the student/parent and entered into the Fee & Fines Tracking System.

Library Fees and Fines will be entered into the Fee & Fines Tracking System as they are incurred in Alexandria and charged to the student/parent.

Should a student withdraw from the District prior to the end of a term, the school may assess fee/fines prior to the withdrawal. Information will be charged to the student/parent and entered into the Fee & Fines Tracking System. Fee & Fine statements should be attached to the withdrawal form.

Notification of Debt

All students and parents will be notified of any outstanding debt each quarter until the debt is referred to the collection agency. Fee & Fine statements should be attached to the report card.

Students and parents may also be notified periodically via special mailings.

Students and parents will be notified daily via School Messenger of any outstanding Food Service debt.

Once an item is turned over to the collection agency, the agency will notify the student/parent of their debt.

Referral to Collection Agency

After notification any debt, which has gone unpaid for a period of 45 calendar days, will be referred to a collection agency.

End of year food service debt will be sent to a collection agency 14 calendar days after the end of the school year.

Collection of Debt

Any debt referred to a collection agency becomes the sole responsibility of the collection agency to collect. The School District should not accept debt payments for any item(s) referred to a collection agency.

If a student was fined for lost equipment or books, that student can return the lost equipment or books until the item is referred to a collection agency and such return will be considered payment in full. Once the item has been referred to a collection agency, the parent/student has the choice to either pay the monetary amount for the debt to the collection agency or the return the equipment or books to the School District. If the later option is chosen, the collection agency will bill the District at a lower "Finders Fee" rate for the returned equipment/books.

Schools collecting debt prior to referral to a collection agency must keep a receipt of the paid debt and record the payment in the correct system (Fees & Fines System or the Horizon Food Service System).

Any item turned over to the collection agency and subsequently disputed by the student or parent must be disputed to the Collection Agency.

Adopted: 12/10/12

School District #1, Sweetwater County, Wyoming