Collection and Refunding of Educational Materials Fees

Section 1. General. The textbook rental plan of the East Allen County Schools is based upon the underlying principle that all families will do their utmost to pay all rental fees. Families whose income is at or below the poverty income guidelines as established by the federal government are eligible for assistance from the State.

The Business Office shall be responsible for the establishment of procedures for collection and refunding of fees.

Section 2. Elementary Fee Justification Statement. Fee justification statements shall be prepared for each grade level/grouping at the elementary level. All textbooks, workbooks and consumable materials that are recommended for students in each grade level/grouping are to be listed on these fee justification statements. The total fee for each grade should be comparable among the schools.

There can be no substitution for adopted textbooks or adopted consumable workbooks except for readiness programs in grade one (1). However, in order to provide for the individual needs of each student, different consumable material(s) may be substituted for non-adopted items listed on the fee justification statement. The substitution of consumable materials is limited to those subject areas that are listed on the Educational Materials Fee Invoice. (Maximum for consumable materials may be re-computed if invoices show increased costs.)

Section 3. Secondary Fee Justification Statement. The fee justification statement for secondary schools shall be a list of approved courses with an established fee for book rental, workbooks and consumable materials. Fees to be collected for each course are established through guidelines provided by the Academics Department and approved by the Board of School Trustees. The total fee for textbooks and workbooks for each course will be consistent among the schools. The workbook and maximum consumable fee may be re-computed yearly for increased costs.)

Section 4. Establishing Fees. The list price of the text is the retail cost of the book plus shipping cost. The textbook rental cost reflects the annual rental cost to students which is twenty-five percent (25%) per year of the list price for the text. The total rental fees collected each year must be not less than the annual rental charge. The annual rental cost is prorated among the number of students able to use the same book in a single year to equal total annual rental. The following fees shall be collected:

One semester course offered only once per year: fee equals the annual rental fee.
One semester course offered both semesters: fee equals the annual rental fee divided by two (2).
One trimester course offered all three (3) trimesters: fee equals the annual rental fee divided by three (3).
Two trimester course: fee equals the annual rental fee.
Three trimester course: fee equals the annual rental fee.
The cost of consumable materials such as workbooks, laboratory manuals, practice sets, glue, yarn, and like materials is the net price plus shipping. The cost for a year's course is charged to the first (1st) semester fee for secondary courses.

The semester fee represents the totals of (1) textbook rental costs and, (2) the cost of consumable materials. Fees are rounded off to the nearest "0" or "5" so as not to deal in pennies. (Most junior high yearly course fees require the doubling of the semester fee.)

Section 5. Fees Other Than Beginning of School Year. The fees for students entering school after the beginning of the school year or leaving during the school year are to be determined as stated:

BOOK RENTAL  LATE ENROLLMENT

Original Fee amounts are adjusted down on the fees software

<table>
<thead>
<tr>
<th>Students enrolling during:</th>
<th>Grade K-6 Book Rental for Two Semester Course</th>
<th>Grade K-6 Book Rental for One Semester Courses</th>
<th>Secondary Book Rental for Trimester Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug, Sept, Oct</td>
<td>no adjustment</td>
<td>no adjustment</td>
<td>Adjust any time during the year…</td>
</tr>
<tr>
<td>Nov, Dec -to end</td>
<td>reduce 25%</td>
<td>reduce 50%</td>
<td>60 days per trimester basis</td>
</tr>
<tr>
<td>of semester 1</td>
<td></td>
<td></td>
<td>adjust only the trimester(s) affected</td>
</tr>
<tr>
<td>Start Sem. 2</td>
<td>reduce 50%</td>
<td>no adjustment</td>
<td>divide # days NOT attended by</td>
</tr>
<tr>
<td>Feb, Mar, Apr, May</td>
<td>reduce 75%</td>
<td>reduce 50%</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>= % to adjust course fee down</td>
</tr>
</tbody>
</table>

BOOK RENTAL  EARLY WITHDRAWALS

Original Fee amounts are adjusted down on the fees software

<table>
<thead>
<tr>
<th>Students withdrawing during:</th>
<th>Grade K-6 Book Rental for Two Semester Course</th>
<th>Grade K-6 Book Rental for One Semester Courses</th>
<th>Secondary Book Rental for Trimester Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug, Sept, Oct</td>
<td>reduce fee 75%</td>
<td>reduce fee 50%</td>
<td>At any time during the year…</td>
</tr>
<tr>
<td>Nov, Dec -to end</td>
<td>reduce fee 50%</td>
<td>no adjustment</td>
<td>60 days per trimester basis</td>
</tr>
<tr>
<td>of semester 1</td>
<td></td>
<td></td>
<td>adjust only the trimester(s) affected</td>
</tr>
<tr>
<td>Start Sem. 2 to</td>
<td></td>
<td></td>
<td>divide # days NOT attended by</td>
</tr>
<tr>
<td>Febr</td>
<td>reduce fee 25%</td>
<td>reduce fee 50%</td>
<td>60</td>
</tr>
<tr>
<td>Mar, Apr, May</td>
<td>no adjustment</td>
<td>no adjustment</td>
<td>= % to adjust course fee down</td>
</tr>
</tbody>
</table>

CONSUMABLE MATERIALS: A charge will be made to the student for any workbooks and supplies consumed prior to withdrawal or that will be consumed after the date of enrollment.

Section 6. Program Changes. After the initial mass printing of fee statements at the district level, the changes may by made only during the first two weeks of a trimester. Other changes may be made at the direction of the teacher and counselor to meet students’ needs. Program
change(s) that produce an educational material fee adjustment of $10.00 will be collected or refunded.

Section 7. **Educational Materials Fee Invoices.** Students enrolled in East Allen County Schools will receive an Individual Textbook Rental Statement. The fee statement will show cost for the textbooks, workbooks, and any consumable materials fees needed by the course or grade level. The fee statement and all payment or refund activity is maintained on the student fees software system by each school bookkeeper. The fees initial fee statements are mass printed by the EACS Technology Department in the fall. After the initial fees statements are printed, the school bookkeeper is responsible to enter and issue fees for subsequent enrollees. School Bookkeepers will also make changes to fees statements for students schedule changes or for the early withdrawals which take place after the initial fee statement printing run.

Payments either in full or in part are posted directly to the individual student fees statement and an ongoing history is created for payments and remaining balances. The parent is given a receipt for payments made whether partial or full payment.

Section 8. **Invoice Format.** The title of the invoice is "Individual Textbook Rental Statement." Certain information designed for the parent and student may appear on the invoice.

Section 9. **Elementary Invoices.** Elementary schools will be provided with numbered invoices for students in each grade level. These invoices will bear the student's name, home room, and fees.

Section 10. **Secondary Invoices.** Secondary schools will be provided with numbered invoices for students. Provisions have been made for course numbers, course titles, and fees to be printed below the student's name and number. The justification statement, as approved by the board, must be used to indicate the course code, course title, and fee breakdown on these invoices.

Section 11. **No Shows.** It is possible that fee statements have been prepared for students who then do not show up at school. The fee statements should be referenced as “NO SHOW” and fees should be cleared from the software system for that student by October 1 each year.

Section 12. **Textbook Assistance.** Students approved for textbook assistance are not required to pay their fees. To avoid overt identification during classroom distribution of fee statements, they may receive a statement at the same time as other students. Textbook assistance students, however, would receive a statement marked “approved for assistance” and state “no fees are due at this time”. If fee statements are mailed home, the textbook assistance families would not receive an initial fee statement. After the state assistance amount is received, textbook assistance families may receive a letter stating the balance remaining and the opportunity to pay if they so choose.

Section 13. **Unpaid Invoices.** Those invoices for non-assistance families which remain unpaid or partially paid at the end of February will be turned over to a collection agency. The agency will then work with the parents on a continued payment plan to complete the obligation. The schools then close their files and begin working on schedules and fees for the upcoming year.
Section 14. **Payments.** All payments made are recorded on the student fee software system. An “Individual Textbook Rental Receipt” is printed and provided to the parent showing the fees, payments to date and the remaining balance.

Section 15. **Transfer of Students.** Students transferring internally to another school are withdrawn from one and enrolled in the other. The student fees system will maintain the original fees charged and bring them over to the new school for maintaining at the new school. Any subsequent course changes, payments or refunds are then maintained at the new school.

Students transferring outside of East Allen County Schools should be given a final textbook rental statement reduced as per guidelines in Section 5 at the time of withdrawal. Textbooks and unused workbooks should be turned back in to the office. An attempt should be made to collect any monies due at the point of withdrawal and before losing contact with the parent/student.

Section 16. **Payment After The School Year Ends.** Delinquent fee payments are turned over to collections in March of each year. That school year cycle is closed down on the software system. Payments received at the school after that time are to be directed to the collection agency. Either have the parent make the check out to the agency, or endorse the back and sign over to the agency. Families who were approved as textbook assistance and who wish to make a payment can still do so at the school and the funds will simply be receipted to the textbook rental or consumables funds.

Section 17. **School Treasurer Receipts.** While the student invoices provide an orderly procedure for receiving student payments, school treasurers receiving monies from classroom teachers will need to continue to write an extra-curricular pre-numbered receipt to the teacher for such student fees as are collected and delivered to the school office. Thus, monies deposited in the bank can always be supported by specific extra-curricular pre-numbered receipts.

Section 18. **Disposition of Monies Collected.** Fees collected and deposited at the school level extra-curricular accounts are remitted over to the district level in October and June each year. The bookkeeper will generate a “daily fee payment register” for the start date through the date of the remittance. The total of monies collected on the daily fee payment register will match the amount of the remittance check being sent to the district level and will be sent with the check.

Section 19. **Receipts Equal Total Monies Collected And Deposited.** The total monies deposited in each school’s Educational Materials Fee Extra-Curricular Account shall be equal to the total monies receipted from students on the individual student invoices. Local and State audits will make this comparison.

Section 20. **Accountability For Student Fees Received.** After the close of the school year, the Business Office will generate records of student fee statements billed and amounts received at each school. This will be compared to the fees collections turned over to the district level for accuracy. A feasibility test will be run to ensure that fees billed and received fall within accepted ranges.