Educational Materials Fee

Section 1. **General.** The maximum educational materials fee that may be charged to each student for a secondary course, elementary grade level assignment, or special grouping is to be approved by the Board of School Trustees no later than July 15 of each calendar year.

Section 2. **Components of the Fee.** The educational materials fee is the sum of: (1) textbook rental fee, and (2) consumable materials fee.

Section 3. **Elementary Fee Justification Statement.** Fee justification statements shall be prepared for each grade level/grouping at the elementary level (K-6 K-5). All textbooks 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 4. **Secondary Fee Justification Statement.** The fee justification statement for secondary schools shall be a list of approved courses with an established maximum fee for book rental and consumable materials. Each building administrator is responsible for determining the textbook(s) and consumable material(s) fee to be collected for each course within guidelines established by the Director of Secondary Education. The total fee for each course should be comparable among the schools, and the maximum fee collected for book rental and consumable materials may not exceed the maximums approved by the Board. (Maximum for consumable materials may be re-computed if invoices show increased costs.)

Section 5. **Establishing Fees.** The list price of the text is the retail cost of the textbook while the textbook rental cost reflects the annual rental cost to the students. Annual textbook rental will be based on twenty-five percent (25%) per year of the list price of the text. The annual rental fee is determined by dividing the list price by four (4). In order to establish a semester rental fee the list price is divided by eight (8). There are eight (8) semesters in four (4) years. The total rental fee collected annually must be no less than the annual rental charge. The chart below is to be followed in determining if the annual or semester textbook rental fee is to be collected.
The rental fee shall be prorated by reducing the established textbook rental fee by one-half (?) when a rental fee will be collected from four (4) or more for a single textbook during the school year. The total rental fee collected annually must be no less than the annual rental charge as determined by the Assistant Business Manager (Policy/Regulation 6161.1).

The cost of consumable materials such as workbooks, laboratory manuals, practice sets, towel rental, glue, salt, yarn, and like materials is the net price plus twenty percent (20%). The cost of consumable materials 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 6. 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 in Regulation 6161.5.

Section 7. Program Changes. As soon as junior and senior high fees have been collected, any program change(s) that produce an educational materials fee invoice adjustment of $6.00 or more is to be collected or refunded.

Section 8. Educational Materials Fee Invoices. Each student enrolled in the East Allen County Schools (grades K-12) will receive an individual, pre-numbered invoice for educational materials fees. Each school is responsible for all invoices sent including blank ones. Each pre-numbered invoice is important and at no time should be destroyed.

Section 9. Distribution of 4-Part Invoice

Copy 1. (White) - School Copy - To be filed in numerical sequence at the close of school for auditing purposes. Each copy will show actual monies receipted. If approved for temporary aid, this will be so noted on the invoice. If unpaid or partially paid, the invoice will be marked delinquent and receipted for actual monies collected.
Copy 2. (Yellow) - Business Office - To be filed in numerical sequence at the close of school and forwarded to the Business Office. Each copy will indicate actual monies receipted. If approved for temporary aid, this will be so noted on the invoice. If unpaid or partially paid, the invoice will be marked delinquent and receipted for actual monies collected.

Copy 3. (Pink) - Student's Receipt - The invoice is receipted and returned to the student when payment is made in full. If approved for state assistance, the amount of assistance and balance owed by student will be indicated on the invoice. If the fee is unpaid, or partially paid, the pink copy will be boldly marked delinquent, marked for actual monies collected and sent to the Pupil Personnel Office at the end of the school year.

Copy 4. (Goldenrod) - Notice of monies due may be given to the student during the first week of school or mailed to students with other data prior to the opening of school.

Section 10. Invoice Format. The title of the invoice is "Educational Materials Fee Invoice". Each invoice is pre-numbered on NCR (no carbon required) paper. Certain information designed for the parent and student may appear on the invoice.

Section 11. 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 12. 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 13. Blank and No Name Invoices. If conditions in the schools warrant the use of more invoices than are initially distributed, the school should contact the Business Office. Since the sequence of numerical numbers on the invoices are being carefully accounted for, it is requested that a person in each school be responsible for recording on the receipt register the actual numerical sequence received in supplementary distributions that may be made under the provisions of this paragraph.

Section 14. No Shows. It is possible that invoices have been prepared for students who do not show. The invoice should be marked NO SHOW on copy #1; copy #4, if not sent to the parent, should be stapled to copy #1.

Section 15. Voiding Invoices. Should it become necessary to void an invoice mark VOID boldly across the face of the form and file copies #1 and #2 in numerical sequence with the paid invoices. If copy #3 and #4 have not been distributed, they
should be stapled to copy #1. It is recommended that a reference to the new receipt number and date be made from the voided invoice.

Section 16. **Approved Temporary Aid.** Invoices paid for students as a result of being approved for temporary aid should be boldly marked APPROVED TEMPORARY AID on the face of the invoice and initialed in the appropriate location. Do not show any monies receipted. File in numerical sequence with invoices that are paid. The third copy (pink) of the invoice should be stapled to the Business Office copy of the temporary aid form.

Section 17. **Unpaid Invoices.** After the close of the school year it is possible that some invoices may be unpaid. If so, mark boldly across the face of each unpaid invoice DELINQUENT. File copies #1 (school copy) and #2 (Business Office copy) with paid invoices. Copy #3 (pink) should be marked for monies received, marked DELINQUENT and returned to the student.

Section 18. **Partial Payments.** Partial payments should be recorded on the Deferred Payment Agreement form. When payment is made in full, the invoice is receipted with copies #1, #2, and #3 and distributed in the normal fashion. At the close of the school year, some deferred payment agreements may be partially paid. If so, sign the student receipt for the actual monies collected. Mark in bold print across the face of the invoice DELINQUENT, file copies #1 and #2 in the usual manner. Copy #3 is the student's copy.

Section 19. **Transfer of Students.**

**Internal Student Transfers.** The following action is to be taken:

1. **For students who have paid in full.** Advise the receiving school that the educational materials fee is paid. This includes students approved for temporary aid. The temporary aid form and the invoice stay at the original school.

2. **For students who have not paid in full.** Send copy #3 of the student's invoice and any deferred payment agreement or other related data to the receiving school. The receiving school will prepare a new invoice for this type of student using the same dollar amount as the original school. (This is an attempt to collect unpaid fees with copy #4 of the invoice to be sent to the parent.) The sending school will file invoice copies #1 and #2 in the usual manner indicating in each copy the exact monies received from the student who transferred if, in fact, any monies were received. The sending school should mark copies #1 and #2 DELINQUENT and indicate on the invoice the receiving school's name and the date of the transfer.
**External Student Transfers.** The following action is to be taken:

1. **For students who have paid in full.** Compute and return an Educational Materials Fee refund as directed in Regulation 6161.5. Do not make any refund if the invoice is marked **APPROVED TEMPORARY AID**.

2. **For students who have not paid in full.** Compute and return an Educational Materials Fee refund as directed in Regulation 6161.5. Invoices are to be marked and filed as stated under **Unpaid Invoices and Partial Payment**.

**Section 20. Payment After The School Year Ends.** Individual schools may receive payment after the school year ends and after the student invoice has been marked delinquent and sent to the Business Office. In such cases, receipt the monies with a regular extra-curricular fund receipt and deposit the monies to the Educational Materials Fee account. The Business Office should be notified so that records may be corrected.

**Section 21. Stamps.** Some schools have purchased stamps marked boldly APPROVED TEMPORARY AID, DELINQUENT, and NO SHOW to save time in writing this information on the educational materials fee receipts. A red ink pad aids in the clarity of these stamps.

**Section 22. 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 23. Disposition of Monies Collected.** Monies collected and deposited in the school Education Materials Fee Extra-Curricular Accounts need to be transmitted from each school during the first week in October and at the close of the school year. Secondary schools in addition, will send monies to the Business Office in March that are collected for second semester fees. Proper forms will be provided by the Business Office.

**Section 24. 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 25. Accountability For Invoices Received.** At the close of the school year, the yellow copy of all invoices received will be sent to the Business Office in numerical order. This includes the yellow copy of any "blank", "no shows", and "voided" invoices.
Section 26. **Educational Materials Fee Report.** Three copies of the "Educational Materials Fee Report" are to be prepared at the close of the school year. Copies #1 and #2 are to be forwarded to the Business Office and copy #3 is retained at the school.