

**HOWARD-SUAMICO SCHOOL DISTRICT**  
***Student Fees, Fines and Charges***  
***2015-2016 School Year***

**Procedures for Collecting and Recording Student Fees, Fines, and Charges**

Student fees, fines and charges shall be collected and recorded in accordance with the following:

1. Building principals shall be responsible for the accurate and timely collection of moneys due the district from fees, fines and charges.
2. Parents/guardians shall be made aware of year-end obligations by June 15. Payment of such obligations must be made by June 30 unless special arrangements are made with the building principal.
3. At least once each year, the Assistant Superintendent of Business Services shall review all uncollected receivables and determine for each case whether legal or other extended methods of collection should be implemented. The Assistant Superintendent of Business Services shall approve for write-off any account that in his/her judgment remains uncollectible at the end of the fiscal year.
4. Student fees, fines and charges collected shall be recorded in accordance with procedures established by the Business Services Office. A late fee of \$25 may be assessed for failure to pay.
5. Students who enroll during the first semester shall pay the full general fee. One-half of the fee will be charged to any student who enrolls during the second semester. The fee may be waived by the building principal for any student who enrolls after the beginning of the fourth quarter.
6. Students who withdraw during the first semester may receive a refund of up to one-half of the general fee. Students who withdraw after the first semester will not receive a fee refund.
7. A student who has paid the fee(s) and later is determined to be eligible for free or reduced lunches should be given a refund. The full amount of the fee(s) will be refunded.

**Waiver of Fees (Textbook Rental Fee and Advanced Placement Test)**

As per State Statute 120.12(11), fees may be waived for indigent children. Students who qualify for free and reduced-priced lunches will be eligible for waiver of student fees. Requests for waiver of student fees shall be directed to the building principal according to the following procedures:

1. At the beginning of each school year, the school will provide to all parents information about school fees and procedures to apply for a waiver of fees.
2. Applications for waiver of school fees may be submitted for the current school year only. Applications will not be accepted for previous school years. School year is defined as July 1 through June 30.
3. Exceptional Circumstances: The principal may grant a fee waiver for textbook fees, advanced placement and elective courses, and other fees to students who, in the judgment of the principal, are not able to afford to pay the fee and who, for whatever reason, have not applied for or been approved for free and reduced lunches. The building principal shall record appropriate documentation to the Business Services Office for all waivers granted under this policy. Examples of exceptional circumstances would include a recent divorce, recent job loss, failure to file for free and reduced lunch status as a matter of personal conviction, emancipated minors, etc.
4. Fees/fines for lost or damaged materials will not be waived.

**Textbook Rental Fees**

Grade 4K Textbook Fee -----	\$ 20.00
Grades K-4 Textbook Fee -----	20.00
Grades 5-6 Textbook Fee -----	25.00
Grades 7-8 Textbook Fee -----	40.00
Grades 9-12 Textbook Fee -----	40.00

**Digital Transformation**

Grades K-8 Technology Insurance Fee -----	35.00
Grades 9, 10, 11 Technology Insurance Fee -----	99.00
Grades 12 Technology Insurance Fee -----	99.00

**Summer School Fees**

Summer School Fees (per class), Resident -----	\$10.00/\$15.00/\$20.00
Summer School Fees (per class), Non-resident -----	\$75.00/\$85.00/\$95.00

**Intermediate School Fee**

Swimming/Towel Rental-----	10.00
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**Middle School Fee**

Extracurricular Activities (Flat fee) -----	20.00
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**High School Fees**

Art Classes -----	10.00
Athletic Pass (adult) -----	25.00
Choral-----	10.00
Computer Courses (paper) -----	5.00
Drivers' Education (Behind-the-Wheel Instruction) -----	275.00
Drivers' Education (Classroom) -----	30.00
Extracurricular Activities (per activity)-----	25.00
Food Classes (Culinary Arts & Food Science)-----	10.00
Family Athletic Pass - -----	45.00
Physical Education Grade 9-12 -----	20.00
Student Activity Pass -----	15.00
Tech Ed Classes (Woods/Metals) -----	10.00

Additional fees may apply if a workbook/manual is required for the class.

**Band & Orchestra for Intermediate, Middle, and High School**

Instrument Rental, Grades 5-12 ----- 60.00

- Students who share District-owned instruments will both pay a fee.
- Students dropping band or orchestra at semester will be refunded \$30.00.

Revised 1/24/96  
Revised 3/26/97  
Revised 10/22/97  
Revised 8/24/98  
Revised 9/17/98  
Revised 2/15/99  
Revised 4/28/99  
Revised 2/21/00  
Revised 2/25/02  
Revised 8/1/02  
Revised 12/10/02  
Revised 7/28/03  
Revised 11/24/03  
Revised 11/29/04  
Revised 07/18/07  
Revised 01/07/08  
Revised 04/28/08  
Revised 07/24/08  
Revised 7/28/10  
Revised 8/3/12  
Revised 7/1/13  
Revised 1/2/14  
Revised 4/21/15  
Revised 8/10/15