

# Strongsville City Schools

## ADMINISTRATIVE OFFICES

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### DISTRICT FEE COLLECTION PROCEDURES

Listed below are the recommended procedures to be followed with regard to school and athletic fee collections.

#### CURRENT YEAR SCHOOL FEES

##### Fee Notice Distribution and Timeline.

- 1) Annually, the Treasurer's Office will set a school fee notice distribution window with a consistent distribution and collection window for each school level.
- 2) For the 2016-17 school year, fee notices will be mailed no later than TBD. The deadline for payment of school fees will be due the day prior to winter break. Second semester fees for Strongsville High School will be mailed the second week of the semester and due no later than February 28<sup>th</sup> of each year.

##### Consequences for Failure to Pay Current School Fees.

- 3) The PASS account for the student and family will be disabled until full payment is received.
- 4) The student will not be permitted to participate in any school sanctioned extracurricular activities (i.e. student council, school clubs, etc.).
- 5) Seniors will not be permitted to "walk" at commencement ceremonies until fees (current and past) are paid in full.
- 6) Transcripts and records will not be released for students until fees (current and past) are paid in full.

#### CURRENT YEAR ATHLETIC FEES

##### Pay to Participate/Trainer Fees Timeline.

- 7) All pay to participate and trainer fees will be due no later than the first regular season competition.

##### Consequences for Failure to Pay Current Athletic Fees.

- 8) The student-athlete will be completely removed from the team until full payment is received.

#### PREVIOUS SCHOOL AND ATHLETIC FEE BALANCES

##### Consequences for Outstanding School and Athletic Fee Balances from Previous School Years.

- 9) The student will not be able to participate in school and/or athletic field trips.
- 10) The student will not be able to participate in school dances that require a purchased ticket.
- 11) A student with a previous school and/or athletic fee balance (for any sport) will be removed from the team prior to the first competition and/or will not be permitted to participate in any extracurricular activity.

#### PAYMENT PLANS

##### Options for Family Payment Plans.

- 12) Families may contact the Treasurer's office to be placed on a payment plan.
- 13) Families unable to pay their current year fees due to documented financial difficulties will be put on a payment plan through the Treasurer's office.
- 14) Families with previous school year fee balances will be prioritized based on the amount owed and will be contacted by the Treasurer's office and put on a payment plan.
- 15) Families that adhere to the established terms of the payment plan will not be impacted by the aforementioned consequences.
- 16) Failure to meet the terms of the payment plan will result in the enactment of all stated failure to pay consequences.