

**Student Fees, Fines and Charges Procedures\*\***

The following procedure will be used to determine the accuracy of any claim of unpaid fees, tuition, or cost incurred due to willful vandalism:

See administrative regulation Care of District Property by Students\*\* - JFCB for procedures for student damage to school property.

Any building bookkeeper who becomes aware of unpaid fees or tuition shall see that a bill for the amount owed is sent to the student and the student's custodial parent(s). If the custodial parents wish to appeal the assessment, the principal will notify them of a date at which he, she, or a designee will consider the appeal.

If there is no objection to the proposed amount owed, that amount shall become final. If an appeal is received, the principal or his designee shall consider all evidence and information available and shall make his or her finding. That amount shall be assessed against the responsible student and the custodial parent(s).

Upon finalization of the assessment as described above, the principal shall make a demand for payment upon the student and custodial parent(s). If payment is not made, grades, diplomas, and records will be withheld in accordance with Board policy JN - Student Fees, Fines and Charges.