



# CHARTER SCHOOL POLICY

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Policy Number	Policy Name
7.2.15	Collections
Summary / Purpose	
Policy regarding the collection of funds for school activities.	

## Policy:

### (7) Accounting

#### (7.2) Accounting Processes

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##### (7.2.16)

##### **Collections**

The organization shall not charge tuition or fees that are not normally charged by the traditional schools hosted by the sponsor. However, other charges may be incurred by the school (i.e. uniform sales, before and after care, field trips, missing library books, etc.).

##### (7.2.16.1)

##### **Notification**

In the event a party owes money to the school, the school shall provide a written notice of the charge along with a due date for the funds to be at least twenty-one (21) days after the date of the notice.

Monthly statements will be sent to the party to remind them of unpaid balances.

##### (7.2.16.2)

##### **Unpaid Debt**

In the event that the party does not pay the funds owed to the school 120 days after the initial due date, amount will be written off within as uncollected debt.

Amounts due over \$200 which are 120-days past due will also be turned over to an collections agency. Any monies recovered by the collections agency will be recognized as revenue when received.

Date Adopted	Approval Signature
Click here to enter text.	