

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Student Fees, Fines and Charges</b>	
Procedure No. 6152-00-01	Eff. Date: 5/11/2015
Implements Board Policy(ies) 6152 Student Fees, Fines And Charges	Last Reviewed: 8/16/2018

**1. Background**

*Describe relevant background to the implementation of the policy.*  
 Monetary charge collected by the District from a student, parent, or guardian as: a prerequisite for the student's participation or reimbursement for lost, stolen, or damaged items and/or devices in any curricular or extra-curricular program.

**2. Responsibilities**

Title: Accounts Receivable	
Address: 2651 Burnet Avenue	
Phone: 513-365-1206	Cell phone:
<i>Describe responsibilities:</i> Add the yearly student fee to student's account and deposit monies received for payment. Ensure any reduced/waiver forms are recorded properly.	

**3. Responsibilities**

Title: CPS Schools	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> Add any additional fees to student's accounts. Deposit monies received for student fees and ensure any reduced/waiver forms are recorded properly.	

#### 4. Action Steps

*Describe the action steps relevant to the implementation of the policy.*

1. The Accounts Receivable Department adds the yearly student fee to the student's account.
2. The school will send the Student Fee Form to parent/guardian at the start of the school year.
3. The Accounts Receivable Department and schools will collect monies due and record deposit within 24 hours.
4. Send any waiver qualification forms to Food Services Department for verification.

#### 5. Equity Considerations

*Describe any equity considerations relevant to the implementation of this policy.*

All students are charged the yearly student fee. Waivers/reduced fees are based on several factors. Schools determines and adds all other student fees, fines, and charges.

#### 6. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Student Fee Form	Fee is used to pay part of the cost of essential classroom materials.	7/26/18

#### 7. Additional Information

*Describe any additional information relevant to the implementation of the policy.*