

BEREA CITY SCHOOL DISTRICT

Fee Procedures and Guidelines

Online Payments

DUE DATES FOR STUDENT FEES, FINES, AND CHARGES

1. Early October parents are initially contacted informing them that fee statements are available for review via the Parent Portal in Infinite Campus. The due date for any outstanding fees and current fees is November 1st. Parents will be notified by some or all of the following methods:
 - Messenger email notice through Infinite Campus.
 - Web site posting.
 - An all call phone message to all parents.
 - Building Newsletters.
 - Fee Statements sent home.
2. After November 1st, a second reminder communication will go to parent/guardians about unpaid fees. We will use the same delivery methods as listed in the first parent contact.
3. Once second semester fees have been added to student fee statements, a communication will be sent to families notifying them of the second semester fees and the due date, which is thirty days after the fees are assessed. Standard message delivery methods will be used to encourage parents to view student accounts through the Parent Portal in Infinite Campus. Fee statements may be sent home to all with outstanding fees.
4. All miscellaneous fees assessed during the school year will have a due date of 30 days after the fee is attached to the student fee statement (e.g., lost library books, field trip fees, damaged school property). A copy of the fee statement will be sent to parent/guardians when fees of this type are assessed.

CAMP FEES

Students will not be permitted to attend Camp Mi-Bro-Be until the participation fee has been paid.

Parents that are experiencing a financial hardship should contact the camp administrator if they are unable to pay the camp fees.

STUDENT ATHLETIC FEES

Athletic participation fees are due one week prior to the first official contest/game. Student/Athletes are not permitted to participate if this deadline is not met.

COLLECTIONS

The District may review accounts with the highest balances of unpaid fees after ninety days and, at the discretion of the District, turn over those delinquent accounts to a collection agency for profit recovery.

CHECKredi

The district contracts with CHECKredi Payment Services for the recovery of NSF, account closed, refer to maker, stolen/forged and stop payment checks. This service is at no cost to the district. In addition to recovering the amount of the check, fees associated with recovery will be the responsibility of the check writer. For further information please visit www.checkredi.com

Surcharge / Convenience Fees

The district contracts with the following service providers for the processing of credit card payments and/or purchases:

1. **Meatime** – parents can pre-load student accounts for the purchase of meals.
2. **SafeSave** – used for Community Service’s Extended Care, and Summer Day Camp programs. The user is responsible for all surcharge/convenience fees for this service.
3. **HomeTown Tickets** – used for admission to athletic events, plays, concerts, and other student activities. The user is responsible for all surcharge/convenience fees for this service.
4. **Pay-For-It** – used for payment of school fees, fines, preschool fees and school related activities. The user is responsible for all surcharge/convenience fees for this service.