

***PROCEDURE FOR FEE PAYMENT OF WORKBOOKS, TOOLKITS, LOCKS & MATERIALS***

1. Costs of workbooks, toolkits, locks and materials are listed for this school year.
2. All workbooks, toolkits, and materials will be stored in the program instructor's office.
3. Student fees may be paid by mail using the enclosed form beginning anytime. Please send only a check or money order through the mail; no cash. Paying by mail is the most convenient way for you to pay fees. However, if you prefer to pay fees in person, they may be paid in the TCTC Cashier's Office with Mrs. Kreager. (credit card payment can be made by phone and in person at this time) The Student Activity Clerk will be available to collect fees on orientation night beginning at 7:00 p.m. Program fees must be paid in full at the Cashier's Office the first week of school.
4. The TCTC Board of Education offers the opportunity to charge the school fees to either VISA, Discover, American Express or MASTERCARD for your convenience.
5. **Students must make payment arrangements before any item is issued.**
6. Program shirts may be returned within the first two weeks of school for a refund to be determined. After that, program shirts may not be returned.
7. When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

**In accordance with R.C.3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the student and/or his/her parents may be taken to Small Claims Court for collection.**

**The collection policy is as follows:**

Every January the Student Activity Clerk will send out late fee notices to those parents or guardians of junior/senior students who have not paid their fees. Student fees not paid by the end of April will receive a second letter the first week in May. **If the senior accounts have not been paid by the middle of June, the Student Activity Clerk will turn all delinquent accounts over to a collection agency.** All accounts \$100.00 and over are applicable for collection.

If a student withdraws from class, the account will be reviewed, for accuracy, by the program teacher, supervisor, and the Student Activities Clerk. The Student Activity Clerk will send out the first notice within thirty (30) days after notification of such withdrawal. After thirty (30) days, if the account has not been paid, a second thirty (30) day notice will be issued. **If the account is not cleared after thirty (30) days of the second notice, the Student Activity Clerk will turn the account over for collection.** All accounts \$100.00 and over are applicable for collection.