

## H. Book Rental Collection Policy

In accord with Indiana law, the Board of School Trustees delegates to the Superintendent the duty to maximize the collection of book rental and associated fees each school year. It shall be the policy of North West Hendricks School Corporation that families who register their children as student in the schools of North West Hendricks School Corporation shall be made aware of the opportunity to enroll in the Free and Reduced Lunch Program or to participate on a payment plan.

### Collection of Delinquent Textbook Rental Fees

1. The schools will proceed through their normal procedure of collecting fees during registration.
2. Any family failing to pay or in arrears on a payment plan will receive a letter from the school by August 30th notifying them that they must be paid or on a payment plan by the end of the first grading period or their name will be sent to the Central Office to be turned over to a collection agent. This letter will also include information for payment plans and a reminder about free and reduced eligibility.
3. The Central Office will send a letter out approximately two weeks after August 30th notifying families that they would have to be paid in full or be on a payment plan by the end of the first grading period or their name will be turned over to a collection agent. All payments must be in the school building of the student's attendance. School buildings will provide updates to Central Office of those families that have made payment in full or are on a payment plan.
4. Central Office will send one final notice letter on Oct. 1 once again stating to families that they have to be paid in full or be on a payment program by the end of the first grading period or their name will be turned over to a collection agent.
5. All payments in arrears will be sent to the collection agent by Nov. 1.
6. Bills accrued during the year will be rolled into the following fall's claims. These could be damaged or missing textbooks, damage to school property and so forth.
7. All seniors are held accountable in the spring for any miscellaneous bills due. They can receive their diploma but cannot participate in the graduation ceremony with bills outstanding.
8. Any ongoing costs will be passed through in the fall from grade to grade and building to building.