University Schools

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FEES

The Senior Director of Federal Programs, Finance, and Compliance shall develop procedures regarding fees for school activities and programs. Such procedures shall comply with all state laws and regulations.[1]

FINES

The Senior Director of Federal Programs, Finance, and Compliance shall develop procedures regarding the assessing and collections of fines for the destruction or damage of school property. Such procedures shall comply with all state laws and regulations.[2]

Schools may request payment of school "fees". A "fee" is defined by State law and rules promulgated by the Tennessee Board of Education. All school fees must be authorized by the Senior Director of Federal Programs, Finance & Compliance and approved by the Vice Provost/Director of Schools. School fees, as authorized by the University, shall be categorized as 1) requested fees; and 2) required fees/fines/debts.

University Schools may request fees of students for any of the following:

1. Fees for activities that occur during regular school hours;
2. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit;
3. Fees for use of technology devices and accessories, including items reported as damaged, lost, or stolen.
4. Fees or tuition applicable to courses taken during the summer by a student; except that nonresident students regularly enrolled in another school system may be required to pay fees or tuition for such summer course;
5. Fees required for graduation ceremonies; and
6. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit.

However, if parents or guardians are unable to pay the aforementioned fees, they may request a fee waiver from the school director at which their child is enrolled. The “request for fee waiver” shall be made on a form that will be provided to each parent upon request.

Required Fees/Fines (may be required)

University Schools may require and collect the following fees/fines from students:

1. Fines imposed on all students for late-returned library books; parking or other traffic fines imposed for abuse of parking privileges on school property; or reasonable charges for damaged school-issued technology equipment or devices, lost or destroyed textbooks, library books, workbooks or any other property of the school;
2. Refundable security deposits collected by a school for use of school property for participating in extracurricular activities;
3. Costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events; and
4. Non-resident tuition charged of all students attending a school system other than the one serving their place of residence.
5. Tuition and fees for the Early Learning & Research Center, and any University School summer camp, fall break camp, spring break camp, or international trip.

Withholding of Student Grades for Debts Owed to the School.

Report cards, diplomas, and transcripts of students who take University Schools property or students who have incurred a debt to a school, shall be withheld until the student makes restitution in full. University Schools shall permit the student and/or the student's parent to direct any dispute of a debt, the amount of the debt, or the application of sanctions via the University Schools grievance process.

Continued Participation in University Schools Programs

Students with outstanding financial obligations to University Schools from a previous academic year may be deemed ineligible for participation in optional or extracurricular programs, including extended learning programs, camps, athletics, clubs, and other non-required student activities, until such obligations are resolved or satisfactory payment arrangements have been approved by University Schools.

RETURNED CHECKS AND ELECTRONIC PAYMENTS

A payment shall not be considered complete until University Schools receives final and irrevocable settlement of the funds.

In accordance with University procedures and applicable law, University Schools or the University may process a paper check as a traditional check transaction or use the information from the check to initiate a one-time electronic funds transfer. Notice of electronic processing shall be provided at the point of payment when required. Families are also able to process payment directly as an Automated Clearing House (“ACH”) transaction where available in our electronic payment system.

If a paper check, draft, electronic check, Automated Clearing House (“ACH”) transaction, or other electronic bank payment is returned, rejected, reversed, dishonored, or otherwise remains unpaid for a reason attributable to the maker, account holder, or payor, the parent, guardian, or other person who tendered or authorized the payment shall be responsible for:

1. The full amount of the original payment obligation; and
2. A returned-payment fee in the amount charged by the institution for each returned payment item.

A returned-payment fee may be assessed when the return results from insufficient funds, a closed or nonexistent account, an incorrect or insufficient signature, an expired account, an invalid account or routing number, an error by the payor in entering banking information, or another reason for which a returned-payment charge is permitted by law.

A returned-payment fee shall not be assessed when the return or rejection resulted from an error by University Schools, the University, its financial institution, or its payment processor. University Schools may waive a returned-payment fee when required by law or when documented circumstances warrant a waiver.

When a payment is returned, University Schools may:

1. Restore the amount of the original obligation to the applicable account;
2. Provide written or electronic notice to the payor identifying the returned payment, the outstanding amount, the returned-payment fee, the deadline for payment, and the available methods of payment;
3. Require the outstanding amount and returned-payment fee to be paid by certified check, money order, credit or debit card, or another approved form of payment;
4. Suspend the payor’s privilege to make future payments by personal check, electronic check, or ACH transaction; and
5. Take other collection action permitted by University policy, University Schools policy, and applicable law.

The payor shall be afforded an opportunity to dispute the returned payment, the amount due, or the assessment of the returned-payment fee. Disputes shall be submitted to the Chief Policy and

Compliance Officer or their designee within five business days and reviewed in accordance with University Schools' procedures governing financial obligations.

Nothing in this section shall change the legal classification of the underlying obligation, convert a requested school fee into a required debt, eliminate an available fee waiver, or authorize University Schools to deny a student access to required educational services. Any consequences involving participation in optional or extracurricular programs shall be imposed only as authorized by this policy and applicable law.

Returned payments and related fees shall be recorded and processed in accordance with University accounting procedures and the Tennessee Internal School Funds Manual.

Legal References

1. TCA 49-2-114; TRR/MS 0520-01-02-.16
2. TCA 37-10-101, 102