
DESCRIPTION OF FEES	<p>Carroll ISD has initiated fees for student parking, transportation services for non-eligible students and participation in specific co-curricular and extra-curricular activities. The list of activities is contained in Board Policies FP (LOCAL), FP (EXHIBIT) and CNA (LOCAL).</p> <p>The purpose of this regulation is to set forth the procedures for the collections of these fees.</p>
REGISTRATION	<p>All students desiring to participate in a fee-based program or service must complete the FEE PAYMENT FORM. This form covers registration for all activities for which fees are collected. [FP (EXHIBIT)] These forms are available at each campus, the Administration Building and the Administration Annex. Forms may also be downloaded from the District website. (www.southlakecarroll.edu)</p> <p>The form shall be completed and returned to the campus office, Administration Building or Administration Annex at the beginning of the school year. Completed forms with correct fee may also be mailed to the: Business Office, Attn: Fee Collection Clerk, 3051 Dove Road, Grapevine, TX 76051.</p>
PAYMENT OF FEES	<p>Patrons shall have two options from which to choose in regard to payment.</p> <ol style="list-style-type: none">1. Fees may be paid in full upon completion of the registration form by check or money order, or2. Fees may be paid on a semester basis with one half due upon registration and the balance of the applicable fees due at the beginning of the Spring semester.
FEE DEADLINES	<p>TRANSPORTATION: The FEE PAYMENT FORM must be returned to the Business Office by the Tuesday immediately following Labor Day.</p> <p>CLUBS/ORGANIZATIONS: The FEE PAYMENT FORM must be returned to the Business Office prior to the end of the third week of participation in the club/organization.</p> <p>UIL ACTIVITIES: The FEE PAYMENT FORM must be returned to the Business Office prior to participation in the activity.</p>

RETURNED CHECKS	Checks returned to the District shall incur a charge of \$25.00 and all applicable activities and services will be terminated for the student(s) if the amount of the check and the \$25.00 charge are not paid in full within ten (10) days of notification by the District of the returned check.
DELINQUENT FEE PAYMENT	Failure to pay the necessary fees may result in the student being removed from participation in the activity until such time the fees with registration form are returned to the Business Office.
REFUNDS	<p>Refunds are given at the end of the school year and ONLY in the following cases:</p> <ol style="list-style-type: none"> 1. Student quits prior to the first competition 2. Student withdraws from school prior to the first competition 3. Student tries out for the team but is not selected as a member of the team
EXEMPTIONS FROM FEES	Exemption from assessment of fees for activities and services as described in District Policy FP (LOCAL), FP (EXHIBIT) and CNA (LOCAL) shall be determined by the student's eligibility for the free or reduced priced lunch program.
PROCEDURES FOR COLLECTION OF FEES	The procedure for collection of fees during the campus registration process shall be found on page 3 of this Regulation. Procedures to be used after the beginning of the school year is found on page 4.

Date Issued: September 10, 2002