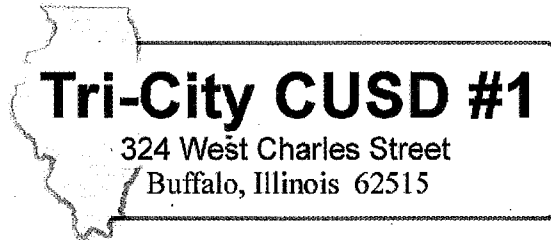




Christy Kindel
JH/HS Principal
Phone: (217) 364-4530
Fax: (217) 364-4812
kindel@tricityschools.org



Jill Larson
Superintendent
Phone: (217) 364-4811
Fax: (217) 364-4896
jl Larson@tricityschools.org



Kara Cummins
Elementary Principal
Phone: (217) 364-4035
Fax: (217) 364-9418
kcummins@tricityschools.org

TRI-CITY CUSD #1 COLLECTION AGENCY GUIDELINES Board Approved August 23, 2018

Tri-City CUSD #1 understands that some parents/guardians are not able to pay the entire balance of their child(ren)'s student fees. Tri-City's District Office works with parents/guardians to develop a payment plan to help them eliminate this debt during the school year.

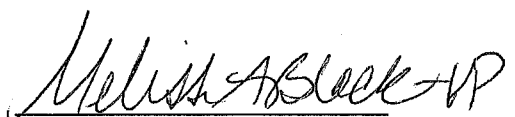
A payment plan will be developed jointly by the parent/guardian and the district. **Parents will be responsible for all making payments as agreed upon on the payment plan in installments of 2, 5, or 9. The district will bill parents based on their installment plans. If parents fail to make payments as agreed upon, the Superintendent will turn over the unpaid accounts to the collection agency.** Parents that set up a payment plan have been notified of the September 1 deadline of paying on their unpaid accounts from previous years. It stated on the payment plan agreement, "As of September 1, the unpaid accounts may be turned over to the collection agency. Accumulation of fees over the years will not be allowed." During the 2018 – 19 school year, the Superintendent will have some flexibility to get all unpaid accounts from previous years resolved by December 1. During the 2018 – 19 school year, the Superintendent will be responsible for eliminating all accumulated fees of five years or less owed to the district.

This payment plan is completely independent from the process for determining a student's eligibility for free or reduced price meals through the National School Lunch Program and also independent from the district's process for evaluating fee waivers. Parents/guardians who apply for, but are not granted a fee waiver will be asked by District #1 to develop a payment plan.

Tri-City CUSD #1 works diligently to be a responsible financial steward and aims to limit the burden on local taxpayers as much possible. It is important for the district to make a significant effort to collect obligations that are owed to the district by its students and their families.



President



Secretary