Windsor CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS

Payment of Student Fines and Fees

The school's Debt Recovery Guidelines and Procedures will observe any relevant financial regulations or guidance as well as any other legal requirements.

The Executive Director will ensure that the level of outstanding debt is regularly monitored. Suitable records will be maintained to detail individual debts and the total value of debt to the school in order that it can be determined at any time and reported to the Finance Committee and/or Executive Board. The Finance Committee and/or Executive Board will review the level of outstanding debts every term to determine whether this level is acceptable and whether action to recover debts is effective.

Where the school incurs material additional costs in recovering a debt then the Finance Committee and/or Executive Board will decide whether to seek to recover such costs from the debtor. The debtor may be required to pay the additional costs incurred by the school, including but not limited to administrative costs, collection costs, attorneys' fees and court costs, in recovering the debt.

Outstanding student fines, fees, or failed AIMS (or any other college) class fees will be due in full by June 30th of each school year. Amounts not paid by the end of the school year will be turned over to collections, which may cause the school to incur material additional costs, for which the debtor shall be liable. Additionally, if any first semester fees are outstanding at second semester enrollment (or any subsequent semester thereafter), all students of the debtor will not be allowed to enroll in any fee based club, sport, elective or college courses until prior fees and material additional costs are paid in full.

Adopted by WCA: 2016