

COLLECTION AND FORGIVENESS OF DEBT

Career Academy of South Bend School Board understands it is required to collect all monies owed to it by patrons, employees, parents, and students, including money owed through school lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student, parent, or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue or collect the debt from the student and his/her guardians would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons.

If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-federal funds.

The Superintendent may develop regulations addressing specific situations relating to the above conditions.

In cases where a positive balance exists in the accounts, students and families have 90 days to request a return when the student is no longer in the school corporation. If no return request is made, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.