



***Arlington Public Schools***  
***Business Office***  
***869 Massachusetts Avenue***  
***Arlington, Massachusetts 02476***  
***Telephone 781-316-3511***

---

---

Diane Johnson, Chief Financial Officer  
djohnson@arlington.k12.ma.us

**Arlington Public Schools**  
**Fee Collection Procedures**

The Arlington School Committee, consistent with most school departments in the Commonwealth of Massachusetts, is facing challenging budget years ahead. The Arlington Public School District will continue to assess user fees for non-mandated programs in order to generate revenue to assist with covering the cost of the programs and to provide excellent programs, which benefit our students. **All collection of fees will be managed by the Chief Financial Officer, Business Office, Arlington Public Schools.** The following fee collection procedure applies to all school-related collections:

1. Families/students register for appropriate program; e.g. Full Day Kindergarten, Athletics, Instrumental Music.
2. Families review fee-based financial & program guidelines available at registration
3. Payment option form/promissory note completed and submitted to Business Office – Accounts Receivable Coordinator
4. A “ NO-CASH” policy exists in the Arlington Public Schools. Cash will **not be accepted** as payment for programs. The school district will accept credit card payments (Visa or Master Charge), personal checks, cashiers’ checks, or money orders.
5. **Financial Assistance Requests: No financial assistance request will be considered unless a completed Free & Reduced Lunch Application is filed with the Director of Food Service.** It is necessary to submit a completed Financial Assistance Application (available in the Business Office) and supporting documentation to the Business Office – Attention: Accounts’ Receivable Coordinator. **Free & Reduced Lunch Applications are to be submitted to the Director of Food Service.**
6. Payment processing will be in accordance with promissory note and payment options available for specific programs
7. If credit card information is no longer active or payment has been declined, Accounts Receivable Coordinator will contact cardholder immediately to update information
8. Accounts in arrears over 30 days – Family will be contacted by telephone/e-mail/letter from Accounts Receivable Coordinator - Business Office
9. Accounts in arrears over 60 days:
  - a. **Formal letter from Chief Financial Officer explaining that student will no longer be eligible to participate in the program until account is paid up to date or until payment arrangements have been made through the Business Office**
10. Accounts in arrears over 90 days –accounts referred to legal counsel for collection
  - a. **Students will no longer be eligible to participate in the program until account is paid in FULL**
11. After legal review/approval, Chief Financial Officer has authority to refer debts owed to the Arlington Public Schools to a third party collection firm. All collection of debts will be reviewed by legal counsel prior to referral to third party collection firm
12. **Collection of APS or municipal employee accounts will be according to the above guidelines. In addition, collection action for employees may include wage attachment in accordance with state, federal and municipal guidelines.**



***Arlington Public Schools***

***Business Office***

***869 Massachusetts Avenue***

***Arlington, Massachusetts 02476***

***Telephone 781-316-3511***

---

---

Diane Johnson, Chief Financial Officer

[djohnson@arlington.k12.ma.us](mailto:djohnson@arlington.k12.ma.us)