

**STUDENT FEES, FINES, AND CHARGES OPERATING PROCEDURES**  
Senior High School Athletics & Parking

1. The Principal's office will send out participation forms to all students prior to the beginning of each school year. Additional forms will be available during the summer at the high school main office and on the district website.
2. At the beginning of the school year, the Director of Finance will be made aware of the students participating in the Free and Reduced Lunch Program.
3. Completed forms and payment for athletic teams should be returned when sports forms are collected prior to the first contest.
4. The Billing & Collection Specialist will match forms and payments, verifying that the names on the forms are readable and that the amount of the payment is correct for the number of students listed. Any discrepancies will be referred to the Athletic Director for athletics.
5. The Billing & Collection Specialist will date stamp each form with the date received in the office and will prepare a copy of each form to be forwarded with payments to the Town Treasurer's Office.
6. **Refund Guidelines:** Fees are non-refundable. Refunds will not be made for any reason once the sport has begun. Refunds will not be made to students who:
  - Drop out of a sport or before the season has ended
  - Are suspended from a sport or because of a rule violation
  - Become academically ineligible by MIAA rules
  - Become injured or unable to attend or compete in the sport
  - Move out of the district
7. The Director of Finance, Principal, and Athletic Director will be responsible for overseeing the enforcement of payment due date and student participation. Students who have not paid their fee by the date indicated below will not be allowed participate:
  - Athletic Teams – prior to the first contest
8. All students eligible to park must pay a fee of \$100 at the beginning of the school year.

***Agawam Public Schools – 2011***

Approved by the School Committee on August 16, 2011, by a vote of 6 – 0 – 1 absent