

TRI-CITY CUSD #1 PAYMENT PLAN AGREEMENT FOR STUDENT FEES

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.

All student's fees – including academic and extracurricular fees from the previous years – must be paid in full for the student to be eligible to participate in extra-curricular activities, receive a parking permit, participate in driver education training and/or other privileges withheld. Current year extracurricular fees will NOT be accepted until past due fees are paid in FULL. Graduating seniors with an obligation to the school will not be allowed to go on senior trip and will not be issued their caps and gowns, which are required to participate in graduation. Additionally, Tri-City CUSD #1 will not issue an official transcript on a student's behalf if his/her fees are not paid in full. **NO EXCEPTIONS!**

If a parent/guardian deems it necessary, he/she may work with the District Office to develop a payment plan for these fees. Any payment plan previously developed jointly by the parent/guardian and District #1 will need to be paid in full before a new school year begins. Accumulation of fees over the years will not be allowed.

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. The district has an agreement with a collection agency. It is important that parents pay on their payment plans as indicated below in order to not be turned over to the agency. Text messages, call outs and emails will continue to be sent monthly reminding of the past due fees until paid in full.

Please contact District Office at 217/364-4530 or 217/364-4811 with questions.

PAYMENT PLAN DETAILS – Please keep a copy of this payment plan agreement as your monthly payment reminder.

| | | | |
|------------------------------------------|---------------|---------------|---------------|
| Last Name: _____ | Child 1 _____ | Child 2 _____ | Child 3 _____ |
| Current Account Balances | Child 1 _____ | Child 2 _____ | Child 3 _____ |
| Monthly Payment on Unpaid Balances | Child 1 _____ | Child 2 _____ | Child 3 _____ |
| Total Monthly Payment (for all students) | _____ | | |

***CIRCLE YOUR OPTION BELOW**



2 Payments (Aug./Jan.)



5 Payments (Aug./Oct./Dec./Feb./Apr.)



9 Payments (Sept. – May)

Methods for Payment

- **Pay by Check** – Parents/Guardians may present a check in person at the District Office or mail a check to Tri-City CUSD #1 Business Office, 324 West Charles, Buffalo, IL 62515. Please include your student's name on the check. Please note that families who previously have had personal checks to the district returned due to non-sufficient funds (NSF) may be required to pay their fees with cash or certified check or money order.
- **Pay by Cash** – Parents/Guardians may pay in person with cash at the District Business Office.
- **Pay online by REVTRAK** – once agreement has been signed and returned to District Office and account unlocked.

Parent's/Guardian's Name (Printed)

Date

Parent's/Guardian's Signature

District Office Representative's Signature