

Woodlands School, Inc.

Collection Process

1. Each school year this policy is distributed via the US Postal Service to families. It will be posted on the Woodlands School, Inc. website, and will be included in the August student packet. It will be handed to new families when the principal meets with families for enrolling a new student.
2. Each month a statement of what is due for lunch and other services is mailed via US Postal Service to each family and is available online via e-funds/PowerSchool.
3. For students and/or families who owe over \$100 for lunch and other services and have not made a payment for 45 days, a first letter requesting a payment plan is mailed with a payment plan form and this policy.
4. If a payment plan is not submitted to the business office or a payment has not been made within 30 days of letter date, a second request for a payment plan will be mailed.
5. If a payment plan or payments have not been received or made in an additional 30 days or more a letter from the executive director, which will include the next step that the account will be referred to a collection agency.
6. This process may happen over 6 months or more.
7. The Business Manager will propose the families to be referred to collections and the list will be approved by the Executive Director.
8. In the month of May a letter is sent out to the parents to students graduating in June to pay balances before graduation. In some cases a second letter may be sent. Invoices continued to be sent home for any balances left after graduation.
9. If a student maintains an Extension balance due to Woodlands School, Inc. for six continuous months without a payment or a signed payment plan, the family will be mailed a letter stated the student is no longer able to attend Extension.