

# Sabine Parish School Board

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SUPERINTENDENT

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## UNPAID FEE COLLECTION PROCEDURE

1. A club sponsor or school administrator shall notify a parent in writing before any adverse action or denial of opportunity to a student due to an unpaid fee.
2. The notification shall state the description of the fee, the dollar amount, how the fee is to be used and the payment method of collection of the delinquent fee.
3. The notification shall also state the original deadline of the fee and give at least 5 school days from the date of the notice for the delinquent fee to be paid prior to any adverse action or denial of opportunity to a student due to an unpaid fee.
4. The notification shall make mention of the economic hardship waiver and a blank economic hardship waiver shall be attached to the letter of notification.

## ECONOMIC HARDSHIP WAIVER PROCEDURE

1. The economic hardship waiver shall be posted on each school website and printed copies of the waiver shall also be made available at each school office.
2. A parent or student may fill out the economic hardship waiver and return it to the school office in a sealed envelope marked to the attention of the school's principal.
3. If an economic hardship waiver is denied at the school level, the denial may be appealed to the Director of Student Services at the Sabine Parish School Board Central Office.
4. Appeals should be made within 10 school days of the denial.

*“This institution is an equal opportunity provider and employer.”*