

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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COLLECTION AND DEPOSITING OF CDC FEES

Effective: October 24, 2005

Policy No. 3357:13-17-103

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**A. Purpose**

To ensure that all funds are properly collected and deposited according to College practices and policies.

**B. Policy Statement**

Parent fees are accepted at the NC State Cashier's Office, located in the Fallerius Technical Education Center, or they can be sent in via US Mail.

**C. Procedure**

1. Each family will sign a written Financial Agreement with the Family Resource Specialist.
2. The weekly fees/monthly co-pays and registration fees are applied by the Cashier as per the parent's financial agreement.
  - a. Weekly fees are applied to the parent's accounts the first day of each Month.
  - b. Monthly co-payments are applied to the parent's account at the beginning of the month for county subsidy families.
  - c. Quarterly registration fees are applied at the time of registration each quarter.
3. The Family Resource Specialist will notify Cashier of additional fees that may need to be added. (i.e. absentee days, late pickups).
4. The Student Accounts Specialist creates an outstanding childcare fee listing, prints reminder statements, and sends out statements when notification has been received of a child's withdrawal.
5. This payment is due within 30 days or the statement date.
6. On the day following the deadline of the reminder statements, the Student Accounts Specialist:
  - a. Updates the outstanding childcare fee listing
  - b. Prints final notice statements and sends out the same day.
7. This payment is due within 14 days of the statement date. If this payment is not received by the deadline date, the account is then forwarded to the State of Ohio Attorney General's Office for further collections.
8. The Student Accounts Specialist will be responsible for maintaining all account information for all accounts turned over for collections. This includes posting payments and collection costs incurred monthly to each respective account.