Fees Policy (updated July 2011)
Burris Laboratory School

Financial Responsibility:

Parents/guardians are responsible without limitation for any costs, fees, course fees, charges, expenses, or assessments levied on their student by Burris Laboratory School, Ball State University, the Indiana Academy, or any other institution that now or may become affiliated with Ball State University. These costs, fees, charges or assessments include any amounts incurred by the student during the period of the student's attendance or enrollment at Burris Laboratory School or the Indiana Academy or in any course offered by Ball State University in which the student can enroll as a Burris student. These costs may include, but not limited to, student fees, tuition, meal charges, parking fees, traffic violations, book store charges, library fines and fees, student technology fees, health center fees, recreation fees, extracurricular activity fees, computer fees, and long distance telephone charges. EXCEPTION: Parents/guardians are NOT responsible for course/textbook rental fees at Burris Laboratory School for students who qualify for free or reduced meals for that school year and request textbook assistance.

Fees:

1. Burris Laboratory has two types of fees covered by this Fee Policy.
    a. School Fees – student planner, locker, communication, technology, and instrument rental
    b. Course Fees – fees associated with a course that are eligible for textbook assistance if a student qualifies (and requests) assistances. Please note: instrument rental is not a course fee. Parents may choose to provide their own instrument or rent a school owned instrument. Parents of students with free/reduced lunch status are expected to pay instrument rental if a school owned instrument rental is used.

Fee Billing:

1. The Bursar's office at Ball State University will bill and collect Burris course and school fees.
    a. All school fees for all grade levels (student planner, locker, communication, technology, and instrument rental) will be assessed during the second week of school and billed on an annual basis. School fees will be due on October 1.
    b. Elementary course fees will be assessed during the 2nd week of school will be billed on an annual basis. Due on October 1.
    c. Middle school course fees will be assessed during the 2nd week of school and will be billed for the year. Due on October 1.
    d. High school course fees will be assess during the second week of the 1st semester and the second week of the 2nd semester. Due on October 1 and March 1.
2. All fees not paid within 30 days of due date will be considered delinquent and Burris Laboratory School will authorized collection procedures to be utilized by the Bursar's office. This could result in legal action and additional collection charges. Burris Laboratory School will provide written notice when collection procedures have been authorized.
3. May Term fees will be assessed and billed by Burris Laboratory School on an annual basis. Due date will be no later than April 15. Unpaid fees will be delinquent if not paid within one month of due date and will be submitted to the Bursar's office at Ball State University for collection. This could result in legal action and additional collection charges. Burris Laboratory School will provide written notice when collection procedures have been authorized.
4. Burris Laboratory School is responsible for answering all questions concerning all Burris fees.

Unpaid Fees:

1. Fees that are unpaid by the date shown on the fee statement are considered delinquent.
2. Fees not paid within one month of the due date will be submitted to the Bursar's Office at Ball State University for collection. This can result in legal action and additional collection charges. Burris Laboratory School will provide when written notice when collection procedures been authorized.
3. Parents/guardians may request to make fee payments in scheduled increments. Requests must be made to Burris Laboratory School and approved by the principal or other designated person. All fees must be paid by the end of the current school year. A missed payment will result in the unpaid amount being submitted to the Bursar's Office at Ball State University for collection which may result in additional collection charges. Burris Laboratory School will provide written notice when collection procedures have been authorized.

Withdrawing from school:

1. If fees are unpaid when a student withdraws, the fees will be adjusted according to a pro-rated schedule and will be due and payable. Collection procedures will be utilized to collect any unpaid fees. No payments will be requested for amounts of $10.00 or less.
2. If all fees have been paid when a student withdraws from school, the fees will be adjusted and refunded according to a pro-rated schedule. A check will be issued within two weeks to the parent/guardian. No refunds will be made for $10.00 or less.

Pro-rated Annual Fees Schedule (student planner, technology, communication, locker, instrumental rental, and annual course fees):

1. Planner Fee: Once a planner is taken by a student, the fee is non-fundable.
2. Withdrawing before the end of the 9th week – 75% of annual fees will be refunded.
3. Withdrawing during the 10th week or before the end of the 18th week – 50% of annual fees will be refunded.
4. Withdrawing during the 19th week or before the end of the 27th week – 25% of annual fees will be refunded.

5. Withdrawing during the 28th week or before the end of the 36th week – no fees will be refunded.
6. No refunds will be made for $10.00 or less.

Pro-rated Year Long Course Fee Schedule with Withdrawing from School:

1. Withdrawing before the end of the 9th week – 75% of the annual course fee will be refunded.
2. Withdrawing during the 10th week or before the end of the 18th week – 50% of annual course fee will be refunded.
3. Withdrawing during the 19th week or before the end of the 27th week – 25% of the annual course fee will be refunded.
4. Withdrawing during the 28th week or before the end of the school year – no fees will be refunded.
5. No refunds will be made for consumable workbooks at any time.
6. No refunds will be made for $10.00 or less.

Pro-rated Semester Course Fee Schedule when Withdrawing from School:

1. Withdrawing before the end of the end of the 4th week – 75% of semester fee will be refunded.
2. Withdrawing during the 5th week or before the end of the 9th week – 50% of semester fee will be refunded.
3. Withdrawing during the 10th week or before the end of the 14th week – 25% of semester fee will be refunded.
4. Withdrawing during the 15th week or before the end of the semester – no fees will be refunded.
5. No refunds will be made for consumable workbooks at any time.
6. No refunds will be made for $10.00 or less.

Pro-rated Six-Week and Quarter Fee Schedule when Withdrawing from School:

1. Pro-rated fees will be figured on an individual basis according to the time enrolled in the six or 12 week course. However, no fees will be refunded after 75% of the term has passed.
2. No refunds will be made for consumable workbooks at any time.
3. No refunds will be made for $10.00 or less.

Class Changes (Drop/Adds for any reason after regular drop/add periods):

1. Fees are assessed for elementary and middle school students for the year during the second week of school. Any class changes after the second week of the school year will result in NO additional fees being assessed or NO fees refunded.
2. Fees are assessed for high school students during the second week of each semester. Class changes after the date fees are assessed will result in NO additional fees being assessed or NO fees refunded.

Fees for Free/Reduced Lunch Status Students:

1. Annual school fees (student planner, technology, communication, locker, and instrumental rental) are not eligible for textbook (fee) assistance. These fees are due and payable for ALL students.
2. Instrument rental is not a required course fee. Parents may choose to provide an instrument for their child. Therefore instrument rental is not covered by textbook/fee assistance. Instrument rental is due and payable for ALL students.
3. Free/Reduced Lunch Status – Application Process - Course fees will not be assessed or billed to parents/guardians of student who qualify for textbook assistance because of their income. However, the parent must request textbook assistance when completing the application for free/reduced lunches.
4. Free/Reduced Lunch Status – Direct Certification Process - All public schools must complete a process to direct certify students for a free/reduced lunch status using available information available through a secure website at the Indiana Department of Education. If a student is direct certified, the parent/guardian will receive a letter from Burris Laboratory School and will not be required to complete the annual application. These students automatically qualify for textbook assistance. Course fees will not be assess or billed for students who are eligible because of this process.