



**RIVER
FOREST
PUBLIC
SCHOOLS**

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MEMO

To: Board of Education

From: Anthony Cozzi 

RE: Process for Refunding Registration Fees

Date: January 28, 2021

Each year, the Board of Education approves registration fees. The required fees consist of Textbooks (Grades 1 – 8), Student Activity (Grades K – 8), Kindergarten Consumables and Lunch Supervision (Grades 1 – 8). There are some optional fees with the most popular being Milk. See the attached Board approved schedule from last year.

Textbook fees are collected to offset costs associated with hard copy and electronic textbooks and related supplies. Student Activity fees are collected to fund each building's Student Activity Fund bank account, which are used for items such as field trips, special in-class and virtual activities and the like; Kindergarten Consumables fees are collected to offset hard copy and virtual supplies used in curriculum instruction. Lunch Supervision fees are collected to offset the labor costs paid to employees to supervise students during the lunch periods at all three buildings. Milk fees are an annual fee to receive milk each school day during the lunch period. The registration timeline is separated into two periods, Early Bird, which includes a discount incentive and Standard, which does not. The Early Bird period for this school year was from April 20, 2020 – June 15, 2020 with the Standard period after June 15th.

Registration fees are collected in two ways, either by credit card or by check. We have a third party revenue collection company that handles credit card transactions. Checks are received at the Administration office and deposited locally by District office staff.

Due to the pandemic, we have given considerable thought about registration fees that have been collected for services that have not been utilized. We determined that Textbook fees have been utilized by students receiving hard copy and electronic texts. The same can be said for Kindergarten Consumable fees. The Student Activity fees (\$5 annual fee per student) have also been utilized mainly through virtual activities. However, we feel that Lunch Supervision fees and Milk fees have not been utilized at all.

In order to begin processing refunds, a decision needs to be made around what percentage of the fees should be refunded? If students are able to receive lunch services on site (or a reasonable estimated return) with milk distribution, that would allow us to calculate the unused days from the beginning of the school year. We can reasonably predict that there will not be lunch services on site until students return from spring break. Therefore, we recommend refunding a prorated portion of lunch supervision and milk fees calculated through March 26, 2021. We would begin processing those refunds immediately.

We can use our collection company software to begin processing. That process is not without significant issues, however. Unfortunately, the software does not provide for refunding in bulk when processing a partial refund. In addition, the company only saves the credit card transaction for one year. Lastly, we have been told to expect refund denials due to credit card expirations, changes and cancellations. We opened the registration period last year on April 20, 2020. We have to have all credit card refunds processed before April 20, 2021.

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The only way to process a partial refund back to the credit card is to do each one individually. We recently ran a report, which lists just under 1,600 individual transactions, approximately 1,200 for the basic registration fee and approximately 400 for milk. Any credit card refunds that cannot be processed due to card issues will have to be processed with a refund check along with those that originally paid by check. In that case, each family will need to be added to our accounting system as a vendor and checks will be processed and approved at monthly Board meetings along with all other bills. At this point, we do not have a total of how many families paid by check. Needless to say it will take more than several weeks to process all credit card refunds and more than a couple of months to add families to the bill lists to be refunded by check.

If you have any questions, please do not hesitate to contact me.

**River Forest Public Schools District 90
Proposed Fee Schedule
Fiscal Year 2021**

Fee Type	2020		2021	
	Standard Rate	Early Bird Discount	CPI Increase (2.30%) Rounded - Standard Rate After June 15th	With 5% Early Bird Discount April 20th - June 15th
REQUIRED				
Textbook Rental:				
EC	35.07	33.32	35.88	34.09
K	35.07	31.62	35.88	32.34
1-4	83.17	78.93	85.08	80.74
5-8	88.71	84.11	90.75	86.05
Activity:				
K-4	5.00	5.00	5.00	5.00
5-8	11.00	11.00	11.00	11.00
Kindergarten Consumables	29.00	29.00	30.00	30.00
Lunch Supervision:				
1-4	200.26	190.08	204.87	194.46
5-8	241.92	229.44	247.48	234.72
OPTIONAL				
Instrumental Music	158.72	158.72	162.37	162.37
Speech & Drama	49.27	49.27	50.40	50.40
Spring Musical	49.27	49.27	50.40	50.40
Athletics	145.54	145.54	148.89	148.89
Milk:	11.00	11.00	11.00	11.00

Note - It is proposed to only apply the Discount to Textbook Rental and Lunch Supervision. Activity and Kindergarten Consumables, while required, are passed through to the student activity accounts at the respective school buildings. Thus, in order to maintain an accurate 5% total Discount, the calculated discount on Textbook Rental and Lunch Supervision will need to be inflated. See the two proposed fee schedules (by Grade Level) below.

Standard Rate: After June 15th

Grade Level	Textbook Rental	Activity	Lunch Supervision	Kindergarten Consumables	Total Fees
Early Childhood	35.88	-	-	-	35.88
Kindergarten	35.88	5.00	-	30.00	70.88
Grades 1-4	85.08	5.00	204.87	-	294.95
Grades 5-8	90.75	11.00	247.48	-	349.23

Early Bird: April 20th - June 15th

Grade Level	Textbook Rental	Activity	Lunch Supervision	Kindergarten Consumables	Total Fees
Early Childhood	34.09	-	-	-	34.09
Kindergarten	32.34	5.00	-	30.00	67.34
Grades 1-4	80.74	5.00	194.46	-	280.20
Grades 5-8	86.05	11.00	234.72	-	331.77