



Geneva Community Unit School District 304
227 North Fourth Street
Geneva, IL 60134

Board of Education Report

To: Dr. Kent Mutchler, Superintendent
Board of Education – Finance Committee

From: Dean Romano, Assistant Superintendent – Business Services

Date: Wednesday, June 16, 2021

Meeting: Monday, June 21, 2021

Agenda Item:

School Fees PushCoin Refund Procedure

Item Type: Consent **Action** **Information** **Discussion**

Recommended Motion: N/A

Vision Connection: Effective Communicators

Policy Reference (if applicable): 4:30 – REVENUE AND INVESTMENTS

Background Information:

As part of the transition to offer families to manage all fees and collections through the PushCoin system, the business office team has developed a standardized procedures to share with families on how refunds will be issued. This refund procedure has been modeled off what Geneva High School has typically used within their building process. Below is the general breakdown for refunds for the coming school year by grade level.

Elementary & Middle School (K-8) Trimesters

Date Enrollment Ends	Registration Bundles
Thru September 30 th	100%
Oct 1 – Thanksgiving	66%
Thanksgiving – Feb 28 th	33%
March 1 st – End of year	No refund

High School (9-12) Semesters

Date Enrollment Ends	Registration	Activity	Technology	Course Fees	Graduation
Thru September 30 th	100%	100%	100%	100%	100%
Oct 1 – Jan 31 st	50%	50%	None	Full Year Course – None Semester 1 Only Course – None Semester 2 Only Course – 100%	100%**
Feb 1 st – end of year	None	None	None	None	None

Additional details for specific scenarios are found within the attachment which is shared with families.

ATTACHMENT(S): School Fees PushCoin Refund Procedure v2
