

## Lake Local School District Activity Fee Guidelines and Procedures

The Lake Local Board of Education (BOE) has instituted a one-time activity fee that will be charged for participation effective for the 2017-2018 school year for high school and middle school athletics. This packet provides information and clarification. The purpose of this fee is to offset the expenses the BOE incurs while providing comprehensive athletic programs.

Payments are to be made electronically using the online registration page available on the athletics web site: <http://www.lakelocal.org/ParentMeeting.aspx>

Parents who need to pay by check/money order should make them payable to **LAKE LOCAL SCHOOLS**. Please make note of the student name on the memo line of the check. There is NO payment plan or scholarship assistance available.

1. If a check is returned for non-sufficient funds (NSF), the participant will be immediately removed from the activity and will not be permitted to rejoin until a *cash* payment is made that covers the expense of the activity, as well as any fees charged by the bank for processing the NSF check.
2. All fees must be paid in full by the FIRST DAY OF PRACTICE.
3. All forms and fees (not paid using the online registration) must be submitted to the athletic office by the designated deadline. COACHES WILL NOT TAKE PAYMENTS.
4. The activity fee DOES NOT guarantee any student playing time.
5. Questions should be directed to the coach and or athletic department.

The following fees will be charged for athletics ONCE per year:

Middle School Sports: \$75

High School Sports: \$125

Athletes playing a second or third season will not be charged for those seasons.

There is a three athlete maximum per household.

## **ATHLETIC PROCEDURES:**

**DEFINITION OF SEASON:** The "athletic season" as these policies and procedures shall be defined as beginning with the first official day of practice as defined by the Ohio High School Athletic Association until the end of the regular season of contests.

### **IF A STUDENT IS INJURED:**

If a student becomes injured and is unable to participate for the remainder of the athletic season, 75% of the activity fee will be refunded. This will only be permitted through the **first 20%** of the season. **NO REFUNDS will be granted after the first 20% of the activity.** A doctor's excuse will be required prior to a refund being granted. Once a refund is granted, there will be no admittance back to the team.

### **IF A STUDENT QUILTS:**

If a student decides to quit an activity after having paid the fee, **NO REFUNDS will be granted.**

### **IF A STUDENT IS REMOVED:**

If a student is removed from an activity due to a violation of school rules, the athletic code of conduct, any OHSAA regulations, by becoming academically ineligible, or due to a violation of rules developed by the coach of the activity, **NO REFUNDS will be granted.**

### **IF A STUDENT MOVES:**

If a student moves out of the district prior to the conclusion of the activity for which he/she has paid a fee, 75% of the activity fee will be refunded. This will only be permitted through the **first 20%** of the season. **NO REFUNDS will be granted after the first 20% of the activity.**

### **IF A PROGRAM IS CANCELLED:**

If a program or an activity is cancelled prior to the first regular season contest or prior to an event, there will be a full refund.

### **REFUNDS:**

Requests for refunds must be made in writing using the Activity Fee Refund Request Form and sent to or brought to the athletic director. The request for a refund must meet the criteria outlined above. The request will be sent to the Treasurer's office for the refund once it has been determined that the request meets the guidelines.

# LAKE LOCAL SCHOOL DISTRICT

## Activity Fee Registration Form: Cash/Check/Money Order

*This form must be returned to Lake Local Schools Athletic Department during normal business hours.  
Coaches will not accept payments. Payment must be attached.*

**If you register online at the athletics website, you DO NOT need this form.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_ High School Athletics (\$125)      \_\_\_ Middle School Athletics (\$75)

Method of Payment:

\_\_\_ Check/Money Order (Payable to Lake Local Schools)

\_\_\_ Cash

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Number: \_\_\_\_\_

**One-time participation fee of \$125 per high school athlete and \$75 per middle school athlete.**

**Parents:** I have read the guidelines put forth by the Lake Local Schools Board of Education regarding the activity fee. I agree to abide by these regulations and to allow my son/daughter to participate in this program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

# LAKE LOCAL SCHOOL DISTRICT

## Activity Fee REFUND Request Form

Date of Request: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for refund request:

If approved, online fee payments will be credited back to your payment source. Payments originally made by cash/check/money order will be submitted to the treasurer's office for payment.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

**\*Please note that this application does not guarantee that a refund will be authorized.**

Send payment to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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Administrative Use Only: \_\_\_ Approved \_\_\_ Denied Reason for Denial: