

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 4230-3</b>
<b>SUBJECT:</b>  <b>BUSINESS-RELATED SERVICE FEES</b>	<b>DATE OF ISSUE: 06/07/06</b> <hr/> <b>REVISIONS: 03/01/12</b> <hr/> <b>PREPARING OFFICE:</b> <b>BUSINESS SERVICES</b>

**I. PURPOSE:**

To establish a fee schedule that represents the reimbursement cost for services provided.

**II. PERSONNEL AFFECTED:**

All district personnel, former employees, former students, and former employees' dependents.

**III. PROCEDURES:**

The following fees will be charged to cover the administration and processing costs associated with the following services:

Replacement Checks	Bank's stop payment fee plus \$5.00
Transcript Printing Fee	\$3.00 each
Insurance Continuation Fee*	\$2.00 per month/Type of Insurance

\*A fee is to be charged to former USD 501 certified employees exercising their legal right to maintain health insurance through the school district, to employees on a non-paid leave of absence (i.e. KPERS disability), and to spouses and dependents of deceased employees.