

## VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

<i><b>TITLE: Student Spending Accounts</b></i>	<b>POLICY NUMBER: OP009</b>
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### **Policy Statement:**

It is the policy of the Virginia School for the Deaf and the Blind (VSDB) to account for, maintain and protect the personal funds of all students for whom benefactors deposit funds. The school requires restitution of funds and fees on any returned checks received for deposit to student accounts.

### **Procedure:**

1. Students Weekly Spending Money:
  - A. The decision to establish an account for a student to have spending money rests with the parent, although it is highly encouraged by the school
  - B. All money received for deposit to student accounts shall be receipted on the day received and posted to each student's individual account by end of next business day.
  - C. Requests for weekly withdrawals for student will be made on the Weekly Student Spend Request form provided by the Business Office.
  - D. Procedures are as follows:
    - a. Weekly Student Spending Sheets are due in the Business Office on Thursday by 3:00 p.m. of week prior to issuance of funds. Residential staff are responsible for completing and turning Spending Sheets into the Business Office or Student Life Office. If turned into Student Life Office then Student Life is responsible for getting the sheets to the Business Office Cashier by the deadline. Money will be issued on Monday **after** 2:30 p.m. Sheets turned in late will not be accepted. If you are going to be off, please make sure someone else fills out your sheets.
    - b. Information about a student's account will not be released unless the Business Office has received a parent/guardian signed Release Form. Parents may call the Cashier's office (540) 332-9040 and speak to the Cashier between 8:00 a.m. and 4:30 p.m. if they have any questions concerning their child's account. Students will receive only the amount their parents have permitted them to spend.
  
2. Special Student Events:
  - A. The Business Office will establish sub-accounts (class) on students' spending accounts for deposits/withdrawals of money for activities and trips.

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- B. The Student Life Office shall send a monthly calendar of events from each residential hall to the Business Office Cashier prior to the beginning of the month. If an event is not listed on the calendar or is changed, Residential staff/Student Life Office will inform the Cashier immediately.
  - C. If the calendar or calendar changes are not received, student spending money may not be available when needed.
3. Staff receiving money directly from parents/guardians for students must follow strict guidelines. This applies to money received on the bus, money received in the student's folder, or money received at the School or Student Life Office:
- A. The Cashier will ensure that receipt books are placed in the bus/car bank bags. Student Life will issue appropriate bank bag and receipt book to staff before each trip to bring students back to school. When the last student has been picked up, receipt book and money should be in the bank bag and the bag locked.
  - B. Writing Receipts:
    - a. Fill out completely and legibly: to include person giving money, amounts, student name, cash, check number, etc.
    - b. Use one receipt for each student
    - c. Indicate any special instructions for use of money on the receipt
    - d. Sign receipt at bottom
    - e. Give original receipt to person depositing money
    - f. Receipts shall be issued consecutively.
  - C. Turning in money:
    - a. Upon returning to school, the bus/car staff will take the locked bank bag immediately to the locked box in the Infirmary area on the 2<sup>nd</sup> floor of Bass Hall.
    - b. The Cashier will pick up the locked bank bags the next morning and complete a bank deposit.
    - c. The unlocked bank bags with receipt book will be returned to Student Life.
    - d. Receipts books that have been completely used will be kept in the Cashier's office.

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#### 4. Returned Check Policy

##### A. First Returned Check

- a. Upon returned check notice from the bank, VSDB will send a certified letter to the owner of the account requesting restitution of original funds and payment of the return check fee. Restitution and applicable fees must be received with 14 days of receipt of letter.
- b. If restitution is received with the 14 day limit, checks will continue to be accepted for the student's account.
- c. If restitution is not received within the 14 day limit, any future cash funds will go towards restitution. A certified letter will be sent to the account owner stating that checks will no longer be accepted for the student.

##### B. Second Returned Check

- a. If a second returned check is received for a student's account, checks will no longer be accepted for that student. Afterwards, cash, money orders, or cashier's check will be the only form of funds accepted for deposit into student spending accounts.
- b. A certified letter will be sent to the account owner requesting restitution of original funds and payment of the return check fee. Restitution and applicable fees must be received within 14 days of receipt of letter. The letter will also state that checks will no longer be accepted for the student.
- c. Student Life Office will be informed of the situation by the Business Office Cashier via a Google document.

***Rescission:*** Revised: December 2006; September 12, 2018

BOV Approved 9/12/18