

MVBA Financial Policies & Requirements

These policies relate to all families who have a student taking part in a Mountain View High School (MVHS) Band co-curricular and or extra-curricular activity coordinated by the Mountain View Band Association, Inc. (MVBA).

Activities include, but are not limited to:

Fall Marching Program (Marching Band and Color Guard)*

Indoor Drumline*

Winter Guard*

Jazz Band*

*Other Ensembles**

Pep band, chamber ensemble, etc.

**Check with band director to see if participation in Concert Band class is required for participation.*

Purpose

The MVBA has developed this policy to educate families on the financial and fundraising commitments involved in having a student participate in our activities.

Co-curricular and extra-curricular activities associated with the MVHS Band Program and certain required Concert Band class performances are not funded by Gwinnett County school district money. They are funded through the participants, along with donations from the community, businesses, and fundraisers.

Uniform Package and/or Tuxedo/Dress Package Fee

Students will be required to pay a uniform package fee and/or tuxedo/dress package fee if required by the band director. This is not included in the participation fee or fundraising requirement of the student fees.

Students who do not have band director approved attire will not be allowed to perform.

Students who have not paid for their uniform package fees and/or tuxedo/dress package fees, if required, by the due date specified by MVBA will not be able to perform unless other financial & dress/ attire arrangements have been made. *Please see Financial Assistance for additional information.*

Overnight / Competition Performance Fees

Entrance fees to a limited number of competitions may be included in participation fees per the MVBA budget for the year; however, at times, in order to continue to have a program of excellence; students may be required by the band director to travel for competitions or events that require overnight travel. Each participant will be required to pay for their own travel expense which may include, but is not limited to, transportation, hotel, meals and any additional activity planned.

It is the intent of MVBA that additional competition expenses will be announced in a timely fashion to allow families of participants to prepare financially.

Costs for Special Trips and other Music Education Opportunities

The Band Program, at the direction of Mr. Owens, will occasionally offer opportunities for students to participate in special trips that will enhance your child's music experience. Activities may include major out of state trips, participation in UGA music festivals, trips to music performances, etc. If a student chooses to participate, the costs associated with these trips are the responsibility of the student and the student's family and are not included in the participation fees or fundraising requirements required through membership fees.

While these expenses are typically optional, they have been included in this information so families can anticipate the possibility of this additional expense.

MVBA requires payment toward the costs of these activities if your student wishes to participate. Families must make all payments according to the payment schedule unless other financial arrangements have been made.

Students who have past due participation fees including fundraising requirements towards fees, WILL NOT be eligible to participate in these opportunities unless other financial arrangements have been made and approved.

In the event that a student has participation fees or fundraising requirements that are past due and a student has paid money toward a special trip or other opportunity, MVBA reserves the right to use monies received toward the payment of special trips and apply those monies to the amount that is past due.

Student Statements

Description

When a child registers for a MVHS band activity a Student Statement is created by MVBA. Student statements show all fees and fundraising requirements for which your family is responsible.

Monthly statements will be given to families of students on each month so families can keep track of their payments towards fees and their progress toward meeting their fundraising requirement.

Student Statements show the following:

- Fees Due (Participation, Uniform, Class Membership, etc.) and payments made towards fees
- Fundraising requirement Balance Due when fundraising requirement is not met – remember, these fundraiser minimums are PART OF YOUR FEES and must be met or paid.
- Spirit Items purchases and payments
- Special Trip/Activity Payments Due and Payments made toward those costs

Making Payments

Payments can be made by cash, personal check or money order or can be made from any money your child has acquired in his or her student fundraising account.

Payments should be put in a sealed envelope with your child's name, purpose of payment and payment amount written clearly on the envelope.

Payments by cash must be given directly to the band director so a receipt can be given upon payment.

Payments by personal check or money order should be deposited into the payment box near the band director's office or mailed to:

MVBA
P.O. Box 490964
Lawrenceville, GA 30049

Make checks payable to Mountain View Band Association or MVBA.

Returned Check Policy

Student Statements will be charged for any bank returned check fees for any personal check that has been returned to MVBA for insufficient funds. In addition, multiple offenders will be required to make all payments to MVBA by cash or money order according to the following policy:

1st/2nd time check is returned for insufficient funds:

If a check is returned for insufficient funds, the student will incur any returned check fee charged by our bank. Parents or guardians will receive notification from the President or Treasurer regarding the status of their payment and will be asked to submit **cash** for the amount of the original check plus the check fee within one week of request. MVBA follows this procedure for up to two separate payments.

3rd time a check is returned for insufficient funds:

If a check is returned for insufficient funds a third time, parents or guardians will be notified in writing regarding the status of their payment and MVBA payment policy and will be asked to make payment by cash or money order for the amount of the original check plus the check fee within one week of request. In addition, parents and guardians will be required to make all future payments to their child's account by cash or money order only.

Returned Check Policy for Fundraising Customers

No band student or band student's family will be responsible for returned check fees from Fundraising customers.

If a phone number is provided, treasurer will call the individual whose check was returned for insufficient funds to let them know the status of their payment and ask the individual to mail a new check for the amount due plus the insufficient fund fee charged by our bank.

If payment is not received before fundraiser delivery, the individual will not receive their fundraising order. MVBA will make their order available to the general membership.

Students will not earn fundraising credit for sales that are not paid for.

How Payments are Applied to Student Statements

Payments made to Student Statements are applied in the following order unless your family has been approved for an alternate payment schedule:

1. Participation Base Fees
2. Returned Check Fees (if applicable)
3. Fundraising Requirement which is still part of the Membership Fees (if applicable)
4. "Special" Band Activities (trips, performances, etc...)

Refund Policy

- **All deposits are non-refundable.**
- Payments of all fees, excluding deposits, are refundable **only** if funds haven't been spent and up to one month prior to the start of the activity.

- Payments for uniform items are refundable if order has not been placed. If order has been placed we cannot return them. Uniforms must be paid for in FULL even if student no longer participates in the activity.
- All spirit items ordered are non-refundable.
- Payments made toward trips or activities may not be refundable since they are subject to the terms and conditions of providers outside of MVBA control. After the deadline, trip payments must be made in FULL whether or not students attend the trip.
- All requests for refunds must be on official request form (provided by MVBA) and presented to the MVBA Finance Committee and Executive Board.

Money left in Student Account when Child leaves the program

Your Student Account will be closed when your child leaves MVHS or your child no longer participates in band activities.

If a student leaves the program and has funds available in their account the student's family can elect to do any or all of the following:

- Transfer unused funds to another band student's Student Account
- Specify that funds remain with MVBA to be used by a Sibling at a later date
- Designate unused funds be used towards a specific MVBA purpose (scholarship fund, special purchase, etc.)

The student's families must make it known to the treasurer what they elect to do with the balance in their child's student account in writing no later than 30 days after which their child is no longer a student enrolled at MVHS or by the end of the fiscal year in which they participated, whichever comes first. If the student's family has not elected to do any of the above within the timeframe specified all monies shall remain with MVBA and its use shall be determined by the MVBA board.