



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Documentation of Student Financial Accounts

Effective Date: January 1, 2019

TITLE: Documentation of Student Financial Records

RATIONALE: To ensure proper financial controls of student accounts

POLICY/PROCEDURE:

Student payments will be submitted to the CFO who will record the payments per student on a spreadsheet for each class and/or cohort.

The CFO is responsible for depositing all payments into the corresponding education department bank account.

The Education Director will request monthly updates for vocational courses and enter the corresponding data into praxischool software.

Upon completion of vocational courses, the Education Director will verify all student accounts are paid in full with the CFO before issuing a course completion certificate to the student.

RESPONSIBLE PERSONNEL:

Education Director, CFO