

New Business Item 09-51 Rev.

Def. 1/28/10

Approved 2/25/10

TITLE: Procedure for Notification and Collection of Late Fees

The Hawaii Teacher Standards Board approves the following procedure for notification and collection of late fees associated with license and permit fees collected via HTSB's online licensing system for a period of one year following implementation of the online system:

1. When an individual fails to pay their license or permit fee according to the method they selected in their online account at www.htsb.org, an automatic email notification will be sent to the individual that their payment is overdue, that they will be assessed a \$25.00 Late Fee in addition to the license or permit fee, and that they have 30 days to make payment. The license or permit status will be converted from "active" to "in review".
2. If payment of the outstanding balance is not made within thirty (30) days of the original due date, the license status will be changed to "expired".

After one year of implementation of HTSB's online licensing system, if license fee payment is not received on or before the expiration date, the license expires.

Submitted by: Jonathan Gillentine

Referred to: Budget & Personnel Committee