



# The Academy Fees, Waivers and Adjustments Policy

*Pursuing Truth, Wisdom, Excellence*

**Mission Statement:** The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

## **Background**

The Academy uses fees to offset some of the costs of programs offered to our students. The current fee schedule was developed prior to the school's transition to authorization by the Charter School Institute and was based on policies provided by our previous authorizer. As a CSI authorized charter school, The Academy is required to develop a fee policy that aligns with applicable laws and CSI Board policy. State statute identifies areas where fees may be charged and for what purpose they may be used. It also provides guidance on how the fee process should be implemented.

## **Purpose**

The Academy Fees, Waivers and Adjustments Policy is designed to ensure alignment with both CSI and state statute.

## **Fees**

All student fees and charges shall be adopted by the Academy's board. The fees shall remain in place until modified or removed by Board resolution. All student fees adopted by the Board shall be used for the purposes set forth in the motion and shall not be spent for any other purpose.

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the school's educational program except tuition when allowed by law.

The Academy may require students to pay fees for expendable materials and other miscellaneous fees as set forth in this policy and in compliance with the law.

When publicizing any information concerning any fee authorized to be collected by this policy, the school will specify whether the fee is voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid.

Among the fees which the Board of an Institute school may authorize are the following:

### **Fees for Expendable Supplies and Materials**

Schools shall determine a basic course for each class which can be completed with materials furnished by the school. However, students may be charged a fee for expendable supplies and materials used in the course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. These fees shall be waived for indigent students, as defined in the section entitled "Waiver of Fees" below.

### **Miscellaneous Fees**

Students may be asked to pay miscellaneous fees on a voluntary basis as a condition of participating in or attending a school-sponsored activity or program not within the academic portion of the educational program.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs, and transportation costs on activity trips. However, it is incumbent upon the school to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds.

**Fee Schedule**

The school shall prepare and make available upon request a complete list of student fees, describing how the amount of each fee was derived and the purpose of each fee.

Parents shall be informed on the fee schedule and how to apply for a waiver of fees as applicable. Students qualifying for a fee waiver will receive it without embarrassment or public exposure of their need.

**Textbooks and library resources**

It is expected that students shall return textbooks and library resources to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. If the Academy has made a reasonable effort to obtain payment for lost or damaged textbooks or library resources to no avail, the Academy may obtain payment through the use of professional collection agencies or institution of civil proceedings as deemed appropriate by the CEO or designee. If a student is graduating, the Academy may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook or library resource by the date of the ceremony. At the discretion of the CEO, alternative payment methods, such as installment plans or school service, may be arranged for students who are unable to pay.

A student shall not be refused use of textbooks based on failure to pay the required fees.

**College Tuition Failed Class Charges**

Students and their parent/guardians are required to sign a document stating they will reimburse The Academy for tuition paid by The Academy for any college credit course the student failed to complete without the prior consent of the Academy CEO or designee. Additionally, The Academy requires a student or their parent/guardian to reimburse The Academy for tuition costs for any college course in which a student receives a grade below a "C". Reimbursement will be based on actual cost to The Academy which varies based on location of the course or number of students enrolled. The Academy finance office will calculate actual cost.

Failure to reimburse The Academy for tuition as stated above may result in The Academy withholding the diploma, transcripts or grades until required tuition reimbursement has been made. At the discretion of the CEO, alternative payment methods may be arranged as well.

**Waivers and Adjustments of Fees**

All fees, fines and charges shall be waived for indigent students. For purposes of this policy, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines. The *Free and Reduced Lunch application* (located on the school's website, [www.theacademyk12.org](http://www.theacademyk12.org), Nutrition page), is used to determine eligibility. The information on this form is confidential. Once a determination is made the parent/guardian will be notified in writing by mail or email. Students qualifying for a fee waiver shall receive it without unnecessary embarrassment or public exposure of their need.

All fees for textbooks, expendable supplies and materials, and miscellaneous fees shall be waived for students in out-of-home placements, as that term is defined by C.R.S. 22-32-138 (1)(e).

**LEGAL REF:**

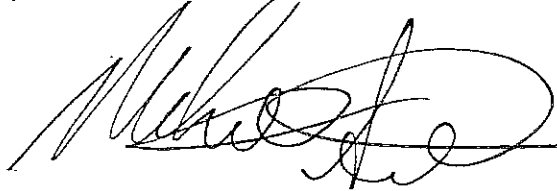
- 1 CCR 301-4 Determination of indigence and establishing policy on school fees
- CRS 22-32-109 Board of education - specific duties
- CRS 22-32-110 Board of education - specific powers
- CRS 22-32-117 Miscellaneous fees
- CRS 22-32-118 Summer schools – continuation, evening, and community education programs
- CRS 22-35-105 Payment of tuition
- CRS 22-45-104 Fees - fines – disposition

All other Academy Board policies will remain in full force. All discrepancies between this policy and others shall be brought to the attention and resolved by the CEO, or designee.

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**POLICY HISTORY**

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature:  \_\_\_\_\_

Date of Adoption: 4/30/2018