North Reading Public Schools
2026-2027 User Fee Cap Program Overview

The North Reading School Committee has authorized the implementation of a district-wide user fee universal cap for all North Reading families with student(s) participating in the following North Reading School Department Sponsored programs: high school athletics, middle and high school extra-curricular clubs and activities, elementary, middle and high school performing arts programs and the district wide optional busing program. This program institutes a family annual user fee cap of **$2,200** effective July 1, 2026 for these programs with School Committee approved fees. The cap will be reviewed on an annual basis. Families must complete the following application to be considered for the universal user fee cap and if approved will receive a break on the above applicable fees.

Background of the Program

The program goals are as follows:

1. Implement a universal user fee cap program for all North Reading families;
2. Allow families with children participating in multiple programs and services to have some level of financial assistance to not create a hardship or financial burden;
3. To not impact student participation in the athletic, extra-curricular and fine arts programs in the North Reading Public Schools;

Process for Applying

Applications are processed by the School Business Office as they are submitted. However, applications must be received **no later than May 1st of each school year**. The application is available online and copies are available at the School Business Office. Due to the volume of applications at peak registration period (April) it can take up to two weeks to have an application processed from start to final parental notification. Every effort is made to process these applications as quickly as possible.

The process for applying includes the following steps:

1. Complete the application include a breakdown of all fee's paid per child;
2. Submit completed fillable form to the School Business Office Attn: Sabita Pai, 189 Park Street, Business Office, North Reading, MA 01864 or via email to spai@nrpsk12.org
3. Please include all proof of payment documentation including cancelled checks, proof of on-line payment with the application so these amounts can be easily verified by North Reading staff;
4. Determination and verification of application will be made by the School Business Office;
5. The School Business Office completes notification electronically by letter to the family and if the user fee cap is exceeded a refund for the difference will be issued during the month of May/June.
6. Applications are accepted on a rolling basis but must be sent no later than May 1st for consideration for the current academic school year. Once approved and verified a refund will be issued prior to June 30th.

Free & Reduced Lunch Process

Parents and guardians intending to apply and be considered for the free and reduced lunch program must complete that application with Rosaly MacKillop, in the School Business Office to be considered for applicable waiver or discounted fees which is separate from this process.

North Reading Public Schools Universal User Fee Cap Application

Failure to provide all information will result in a delay in processing this request.

2026-2027 User Fee cap is $2,200.00

Your first name:	Last name	Phone (H) Phone (C)	Email address:
Other Parent/Guardian:	Last name	Phone (H) Phone (C)	Email address:

List all Students and User Fee Projection for the 2026-27 school year.

Please Allocate User Fee Per Student and Program:

Student First Name:	Student Last Name:	Grade	School	High School Athletic User Fee	Middle / High Extra-Curricular User Fee	Middle / High Performing Arts User Fee	District Bus Fees	Sub Total
DUE NO LATER THAN MAY 1ST 2027			**TOTALS:**					

An adult household member must sign the application.

I understand that school officials may verify the information. I verify that to the best of my knowledge all information above is accurate.

PRINT NAME: _____ **SIGNATURE:** _____

Electronic Copies preferred. Email applications to Sabita Pai spai@nrpsk12.org

FOR NORTH READING BUSINESS STAFF ONLY		
PAID TOTAL ANNUAL AMOUNT	**USER FEE CAP**	**APPROVED REFUND AMOUNT**
	$2200.00	
ADDITIONAL NOTES/COMMENTS:		

PRINT NAME: _____ **SIGNATURE:** _____ **DATE:** _____

This universal cap program does not include any fees paid to North Reading Town or Recreation programs for youth activities, clinics or camps. Payments must have been made to the North Reading Public Schools for the School sponsored activities as approved by the North Reading School Committee as referenced above.