

Unity School District - Board of Education
Board Policy 471
Student Fees, Waiver and Reduction Procedures
Last Revised 10/9/2018

Policy

The District may charge student fees for certain activities, courses and services that may require additional funding and may assess fines when school property is damaged or lost.

Any change in student fees shall be reviewed by the Board of Education. Fee schedules shall be consistent with state and federal laws and regulations.

For new students enrolling after the school year has begun, applicable student fees shall be prorated by quarter according to the following schedule:

- Start of the school year through first quarter – full fee amount
- Second quarter – 75% of approved fee amount
- Third quarter – 50% of approved fee amount
- Fourth quarter – 25% of approved fee amount

Student fees for athletics, intramurals, clubs, yearbooks, locks, student planners, workbooks, class trips or resale are not subject to pro-ration.

Fees are not to be applied to activities which already charge fees for student dues.

A fee increase of \$1.00 or less may be approved by the District Administrator. Any recommendation for fee increases exceeding \$1.00 must be approved by the Board of Education.

Parents/guardians who state that the financial condition of their families are such that they cannot afford to pay established fees may request relief (in the form of a payment plan, a reduction in the amount due for student fees, and/or waiver of student fees) from the District in accordance with established procedures.

High School Athletics Fees

Fee Schedule: \$25 per activity, per student
 \$100 maximum per family, per school year

The fee is for the costs associated with athletic events, transportation and equipment. Participation decisions remain the responsibility of the coach and athletic director.

Music Instrument Fees

High school and middle school students who are issued school instruments will be charged an annual fee of \$30 for instruments and \$15 for percussion, per student per year. (Maximum family fee for both middle school and high school is \$100 total.) This fee is for maintenance of each instrument except in situations where the music instructor requests that a student play a school instrument rather than his/her own. Students entering or leaving the District shall pay a pro-rated charge, as noted in the policy. Charges are

based upon a 180 day school year, but does include summer school. This will also include part time open enrollment students. Fees are to be paid by September 15 of each year.

Fee Waiver

To encourage all students to participate in all activities, regardless of the student's financial situation, it is the policy of the Board to waive the payment of part or all of the student(s) fees if the student or the student(s)' parent(s)/guardian(s) demonstrates an inability to pay such fees. Notification to students and parents/guardians shall be made at the beginning of the school year through the District newsletter and student handbooks.

A student or his/her parent/guardian who requests a fee waived shall contact the building principal or designee.

The principal/designee shall determine whether or not the student or the student's parent/guardian is unable to pay all or part of the fee.

To determine the ability to pay the fee, the principal shall consider factors that include, but are not limited to, student eligibility for free and reduced lunch, homelessness, or current hardship situations.

If the principal denies the request for a fee waiver, the principal's decision may be appealed to the District Administrator for review.

Procedures for Collection of Student Fees and Fines

Building principals shall be responsible for the accurate and timely collection of funds due the District from fees and fines, except school lunch program fees. Principals shall make every effort to collect fines and fees, using measures such as telephone calls, emails, letters and installment payment plans.

1. All receipts from fees and fines shall be deposited promptly. It is strongly recommended that collections shall be deposited daily. Any subsequent collections made, but not deposited on the same day, are to be placed in a secure location and deposited with the following day's collection. Money should not be left in the school over weekends or holidays.
2. At the close of each school year, the building principal shall send a letter requesting payment to all parents/guardians of students with outstanding obligations.
3. All remaining student obligations thirty days shall be reported by the building principal to the District Office for collection.
4. The District Office shall contact the parents/guardians of the students listed on the report provided by the building principal.
5. The District Office may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure collection on unpaid debts not paid within the 10 day period, unless an alternative payment plan has been approved by the District Administrator.
6. The District Administrator shall review all outstanding obligations and approve for write-off any debt which in his/her judgment remains uncollectible at the end of each fiscal year.
7. Students with past debts may be required to advance pay in the future and/or make payments for previous uncollectible debts.

Procedure for Relief (Waiver/Reduction) of Student Fees

1. The fees will be waived entirely for students who have been approved by the District for free meals.

2. The fees will automatically be reduced by 50% for students who have been approved by the District for reduced meals.
3. A parent/guardian who is unable to pay the full amount of student fees may request relief in the form of a payment plan, reduction or waiver of eligible fees for their child(ren).
4. All requests shall be submitted in writing to the building principal using the Fee Relief Request Form.
5. If the principal approves the request for a reduction or waiver of fees, the school shall adjust the amount due from that student for fees.
6. If the principal denies a request for a fee relief, the decision may be appealed to the District Administrator.

Application

Parents of students or students who are eligible for a fee waiver shall use the application form provided by the school district. Applications may be made at any time during the school year, but must be renewed annually.

Confidentiality

The Unity School District will treat the application and application process as any other student record. Accordingly, student confidentiality and access provisions shall be followed.

UNITY SCHOOL DISTRICT
STUDENT FEE RELIEF REQUEST FORM

This process is designed to assist families whose financial condition puts them in a position where they cannot afford to pay established student fees. Parents/guardians may request relief that could be granted by one or more of the following methods:

Reduction in Fees Payment Plan Waiver of Fees

FEES NOT ELIGIBLE FOR RELIEF: Fines, yearbooks, family/student athletic passes, milk fees, student parking and some course related fees/resale (i.e., safety goggles, workbooks) are not eligible for fee relief through this process.

NATIONAL SCHOOL LUNCH Program is a separate program with its own form that needs to be completed annually in order to qualify for free/reduced meals.

DIRECTIONS: Complete the form below and submit it to the school office of your oldest child's school. Appeals can be directed to the District Administrator.

Parent/Guardian: Household Income: Monthly/Yearly
Student's Name: ID# School
Student's Name: ID# School
Student's Name: ID# School
Student's Name: ID# School
Student's Name: ID# School

JUSTIFICATION FOR RELIEF

Eligible for Reduced Price Meals Financial Change Change in Family Circumstances Other

Parent/Guardian Signature: Date:

By signing this application, the applicant acknowledges that the information provided is accurate.

SCHOOL OFFICE USE

ADMINISTRATIVE DISPOSITION

Waiver Granted Relief Denied (Reason:)

Student Fees Reduced to \$

Description of Payment Plan:

Comments/Instructions:

Principal's Signature: Date:

(Indicates plan has been reviewed/approved as noted above. Route to Building Secretary and District Office for processing.)

Building Secretary initials indicate that the form has been processed.