



Book	Board Policies
Section	Student Fees Policy
Title	Student Fees Policy
Code	
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STUDENT FEES POLICY

Overview

Institute Schools, in which fees are charged, must develop a fee policy that aligns with applicable laws. A student fee schedule, detailing a complete list of the student fees, the purpose of each fee, whether the fee is voluntary or mandatory, and the specific activity from which the student will be excluded if the fee isn't paid, shall be adopted by the Institute School's board. The fees shall remain in place until modified or removed by board resolution. All student fees adopted by the Institute School's board shall be used for the purposes set forth in the fee schedule and shall not be spent for any other purposes. All parents shall be informed of the fee schedule and how to apply for a waiver of fees.

Permissible Student Fees

Students shall not be charged a fee as a condition of enrollment in school or as a condition of attendance in any course that is part of the academic portion of the Institute School's educational program except as authorized by law. Among the fees which the board of an Institute School may legally authorize are the following:

1. Tuition as Authorized by Law

Example: Preschool tuition for non-CPP slots, full-day kindergarten

2. Fees for Textbooks and Expendable Supplies and Materials

An Institute School may charge fees that are reasonably necessary for and reasonably related to the actual cost of textbooks or expendable supplies not provided free of charge. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student.

When the use of textbooks is provided to students, whether free or by rental, the board of the Institute School may require each nonindigent student to make a reasonable loss or damage deposit to cover such textbooks. The board may also require each nonindigent student to make a reasonable loss or damage deposit to cover nonacademic equipment; however, all such deposits shall be refunded to the student when he or she has returned the textbooks or equipment in good condition except for ordinary wear. An Institute School shall not charge loss or damage deposits to indigent students, as defined below.

Example: Textbooks, classroom supplies and materials

3. **Certain fees for continuation, evening, and community education programs in accordance with C.R.S. 22-32-118**

Example: Summer school, community education programs

4. **Miscellaneous Fees**

Miscellaneous fees may be collected on a voluntary basis as a condition of participation or attendance at a school-sponsored activity or program not within the academic portion of the educational program. The fee schedule shall clearly state the activity from which the student would be excluded if the fee is not paid.

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. Nothing in this Policy is designed to limit an Institute School's ability to implement utilize a sliding scale for free and reduced price lunch students in charging voluntary, miscellaneous fees.

Example: Voluntary field trips, extracurricular activities (clubs, athletics, etc.)

Waiver of Fees

All mandatory fees, fines, and charges shall be waived for indigent students. For purposes of student fees, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines, including homeless and foster children. Students qualifying for a fee waiver shall receive it without unnecessary embarrassment or public exposure of their need.

If an Institute School provides transportation, transportation fees shall be waived for homeless and foster students, students who have transportation as a related service on their IEP, and students qualifying for free or reduced price lunch.

All published information about student fees shall state that the fee will be waived for indigent students. Students qualifying for a fee waiver should receive it without unnecessary embarrassment or public exposure.

No Withholding of Records

An Institute School shall not withhold records required for enrollment in another school or institution of higher education, the diploma, transcript, or grades of any student for failure to pay a fine or fee or to return or replace school property.

SAMPLE STUDENT FEE SCHEDULE TEMPLATE

Item or Activity	Amount of Fee	Purpose of Fee	Participation	Voluntary/Mandatory*
List the item or activity for which the fee is charged	List the dollar amount of each fee	List the purpose of each fee to demonstrate how the fee was derived	Describe how the fee is required/optional for participation	Indicate whether the fee is voluntary or mandatory
Example:				
Art Supplies	\$15	To cover the cost of clay and oil paints for art class	Materials are necessary for classroom participation and instruction	Mandatory for students to receive the materials and expendable items from the school
Transportation	\$50 per semester	To cover the cost of busses, maintenance,	Utilizing the school bus	Use of the school bus is voluntary. If using

		and transportation staff	transportation is optional	the bus, the fee is mandatory
Yearbook	\$25	Support the cost of the production and printing of the yearbook	Purchasing a yearbook is optional	Purchasing a yearbook is voluntary; however, if purchasing a yearbook, payment is mandatory

*Students qualifying for free or reduced price lunch under the federal poverty income guidelines, including homeless and foster students, are eligible to receive waiver of all mandatory fees, fines and charges upon request. Transportation fees will be waived for students qualifying for free or reduced price lunch, homeless and foster students, and students with transportation as a related service on their IEP. Teachers and principals will make every effort to ensure that no student is denied the right to participate in field trips or other enrichment activities because of lack of funds. Families who believe they qualify for a fee waiver must contact the School Leader to make such request.

LEGAL REF:

Colo. Const. Art. IX, Section 2.

C.R.S. § 22-32-109. Board of education – specific duties.

C.R.S. § 22-32-110. Board of education – specific powers.

C.R.S. § 22-32-113. Transportation of pupils – when.

C.R.S. § 22-32-117. Miscellaneous fees.

C.R.S. § 22-32-118. Summer schools – continuation, evening, and community education programs.

C.R.S. § 22-30.5-507. Institute charter school – requirements – authority – rules.

C.R.S. § 22-45-104. Fees fines disposition.