



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Student Fees, Fines and Charges
Policy Number:	JQ-TCA
Original Date:	11/2009
Last Reviewed:	1/1/2022
Category:	Students
Author:	Compliance Officer
Cabinet Level Owner:	Director of Academic Services

Students shall not be charged an instructional fee as a condition of enrollment in The Classical Academy (TCA) or as a condition of attendance in any class that is considered part of the academic portion of TCA's educational program. However, TCA may require students to pay textbook fees, fees for expendable materials, and other miscellaneous fees as more fully set forth in this policy.

All student fees and charges shall be adopted by the TCA Board of Directors. The fee 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 approved fee schedule JQ-TCA-AR1, in the school year for which the fee was collected, and shall not be spent for any other purpose.

When publicizing any information concerning any fee authorized to be collected by this policy, the school shall specify the purpose of the fee, and the specific activity from which the students will be excluded if the fee is not paid.

Upon parent request, fees shall be waived or reduced for indigent students. An indigent student is defined as any child who is deemed eligible for a fee or reduced-price lunch under the income guidelines established by the federal government. Applications and information regarding the free and reduced-price lunch program can be obtained by contacting the Academy School District 20 free and reduced lunch registrar at 719-234-1416.

If TCA has made a reasonable effort to obtain payment for student fees, the student still has unpaid fees, and the family is not on a payment plan, TCA may deny a student the privilege of participation in non-curricular activities. Examples of non-curricular activities include athletics, 8<sup>th</sup> grade dinner dance, Student Council events, prom, and the graduation ceremony.

Among the fees which the Board may authorize are the following:

**Textbooks, Library Resources, Digital Resources, and Other School Property**

Resources shall be provided on a loan basis. Students may be asked to pay a nonrefundable rental fee reasonably related to the actual cost of some or all of the textbooks provided for the student. Fees shall be adopted by the TCA Board of Directors prior to being assessed. No fee will be assessed for resources used in the classroom for reference. Currently, TCA does not charge rental fees for textbooks.

It is expected that students shall return textbooks, library resources, digital resources, and other school property 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 fine will be replacement cost.

If TCA has made a reasonable effort to obtain payment for lost or damaged textbooks, library resources or other school property, TCA may deny the privilege of participation in non-curricular activities if the student fails to return or replace a textbook, library resources or other school property by the date of the activity. The administrator may offer, at his or her discretion, an alternative payment method, such as an installment plan or service to the school to students who are unable to pay.

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

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

Teachers shall determine a basic course fee 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 or consumable supplies and materials shall relate directly to the actual cost of providing these materials to the student. Students shall be required to pay for materials that go into crafts or art projects that are above the basic requirements for the course and are to be retained by the student.

### **Band Instrument Rental Fees**

Fees for the rental and maintenance of school-owned band instruments may be levied as approved by Board resolution annually.

### **Participation Fees**

Students participating in extra-curricular and co-curricular activities programs shall pay a per season or per activity participation fee.

Any activity fee collected shall be used to fund the particular activity for which it is charged and not for any other purpose.

### **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.

Fees for the use of items, such as choir tuxedos, band uniforms and school instruments, shall be approved by the Board upon recommendation by the President.

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 teacher and principal 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.

**Waiver of Fees**

The parent/guardian of a student may apply for free or reduced fee waivers by submitting an application for free and reduced-price lunch status and indicate that information may be released for use in determination of specified fee waivers. Parents shall be informed on the fee schedule regarding how to apply for free or reduced-price lunch status. Students qualifying for free or reduced-price lunch will receive a reduced or waived fee without unnecessary embarrassment or public exposure.

**Fee Schedule**

TCA shall prepare and make available upon request a complete list of student fees, description of the fee, amount of each fee, 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 is not paid.

TCA Policy JQ-TCA replaces ASD20 Policy JQ.

**Legal References:**

- C.R.S. 22-32-109 (1)(u) (free textbooks to indigent students without loss/damage deposit)
- C.R.S. 22-32-110 (1)(o) (textbooks for free or reasonable rental fee)
- C.R.S. 22-32-110 (1)(jj) (board power to assess fines or fees for return or replacement of textbooks, library resources or other school property)
- C.R.S. 22-32-117 (fees)
- C.R.S. 22-32-118 (summer school fees)
- C.R.S. 22-45-104 (disposition of moneys collected from fines and fees)

**Cross References:**

- JQ-TCA-AR1 Student Fees Schedule – All Campuses
- JQ-TCA-AR2 Student Fees Schedule – Elementary
- JQ-TCA-AR2 Student Fees Schedule – Junior High
- JQ-TCA-AR2 Student Fees Schedule – High School
- JQ-TCA-AR2 Student Fees Schedule – College Pathways
- JQ-TCA-AR2 Student Fees Schedule – Cottage School Program

**Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
11/2009	Policy created	TCA Board of Directors
2/21/2018	Updated for compliance with HB 17-1301 and general clarification.	Compliance Specialist
1/1/2022	Policy updated.	Compliance Officer