



AP-D-401.1 School Fees Administrative Procedures

Revised May 12, 2015

BACKGROUND & RATIONALE

In accordance with the provisions of the School Act, the Foundations for the Future Charter Academy (FFCA) Board annually approves a fee schedule for various programs/services provided to students by FFCA, specifically instructional supplies and materials, and transportation.

DEFINITIONS

Resource Fee: a comprehensive fee subsidizing the cost of basic instructional resources used by students which may include, but are not limited to, instructional materials such as reference books, textbooks, novels, library books, booklets, workbooks, magazines, pamphlets, photocopying costs, transparencies, tapes, compact discs, software, videos, paper, printer supplies, supplies related to computer use, and other general supplies in kindergarten and elementary schools.

Transportation Fee: a fee levied to offset the costs of transporting students to and from school each day with the transportation provider contracted by FFCA.

Other Fees: Fees for field trips (at all grade levels) and electives (at middle and high school grade levels) may be established at the campus level on a cost recovery basis and do not require Board approval.

PROCEDURES

1. Resource and transportation fees shall be levied in conjunction with student registration/re-registration. Payment plans for transportation fees are established annually.
2. Initial responsibility for the collection of fees shall rest with the campus.
3. Fees for electives and field trips may not exceed the cost of these services/supplies.
4. Fee Refunds: Resource Fee: The resource fee is non-refundable after October 1 of the school year for which it has been paid. Transportation Fee: This fee is non-refundable after January 31 of the school year for which it has been paid, due to service levels contracted based on forms completed. If this agreement is entered into after the beginning of a month during the school year, the month in which the service agreement is entered into shall be treated as a full month for fee payment purposes.
5. Fee schedule is posted on the FFCA website under Parent Information.