

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of Crown Pointe Academy's educational programming except tuition when allowed by law. However, Crown Pointe Academy may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees more fully set forth in this policy.

All student fees and charges shall be adopted by the Academy Board. The fees shall remain in place until modified or removed by Academy Board resolution. All student fees adopted by the Academy Board shall be used for the purpose set forth in the motion 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 whether the fee is voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid.

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

**Textbooks and library resources**

Textbooks 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. No rental fee will be assessed for textbooks and workbooks used in the classroom for reference.

It is expected that students shall return textbooks and library resources 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 age and condition of the item will be taken into consideration when assessing fines.

Alternative payment methods, such as installment plans, replacement of item family bought from other vendors (i.e. Amazon; Barnes and Nobles; ebay) shall apply 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 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 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.

### **Miscellaneous fees**

Students may be asked to pay miscellaneous fees and expenses on a voluntary basis as a condition of attending, participating in, or obtaining materials/clothing/equipment used in a school-sponsored activity or program not within the academic portion of the educational program.

Rental fees for the use of items such as technology, school-owned supplies shall be approved by the Academy Board upon the recommendation of the Director.

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 Academy Director 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.

Crown Pointe Academy may impose and collect a fee for the payment of excess transportation costs in accordance with state law. Only those students who use Crown Pointe Academy transportation services shall be required to pay any transportation fee.

### **Waiver of fees**

Upon request, all mandatory fees, fines, and charges are 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. Families should contact the office to request a waiver of mandatory fees. Crown Pointe will not charge loss or damage deposits for textbooks and expendable supplies to indigent students.

### **Fee schedule**

Crown Pointe Academy shall prepare and make available upon request a complete list of student fees, describing how the amount of each fee was derived and the purpose of each fee.

Parents shall be informed on the fee schedule or otherwise regarding how to apply for a waiver of fees, whether fees are voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

**Adopted: August 2015**

**Reviewed: August 2015**

**Approved: August 2015**

**Revised: November 2021**

**Rationale: To be aligned with Colorado Charter School Institute, new authorizer.**