

Menlo Park Academy

Developing the Potential of Gifted Children

SCHOOL FEES and FINES PROCEDURES (Finance)

The School will provide the necessary textbooks and/or electronic textbooks free of charge for its students. The Board presently levies charges for consumable and supplemental materials related to curricular activities, elective classes and school-sponsored field trips.

Materials, Activities, and Technology Fee

For the purposes of this policy, "school fees" or "fees" mean any monetary charge collected by the School from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the School.

A. "School fees" may include, but are not limited to the following:

1. All charges for required workbooks, school supplies and instructional materials;
2. Charges for the use of technology equipment;
3. All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment);
4. Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity;
5. Charges for learning supplies and materials;
6. Charges or deposits for uniforms or equipment related to sports or to fine arts programs;
7. Charges to participate in extra-curricular activities;
8. Charges for supplies required for a particular class or for gym uniforms;
9. Graduation fees;
10. School records fees.

B. "School fees" do not include:

1. Library fines and other charges for the loss, misuse, or destruction of school property;
2. Charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;
3. Charges for optional travel undertaken by a school club or group of students;
4. Charges for admission to school dances, athletic events, or other social events;
5. Optional community service programs for which fees are charged (e.g., before and after-school child care, recreation programs).
6. Optional summer or break programs (e.g. enrichment program, recreation program, etc.)
7. Student meals

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the School for the expense or loss incurred, plus any collection expense.

The late return of borrowed books or materials from the School may be subject to appropriate fines.

Any fees, fines, and/or other charges collected by members of the staff shall be turned in to the Business Office within one (1) business day after collection.

1. **In General.** The materials, activities, and technology fee is required annually to cover costs associate with supplies, materials, consumables, technology, and school activities. The \$625 fee is designated on the enrollment application along with payment details.
2. **Waiver of Fees.** The materials, activities, and technology fee may be waived in accordance with the following:
 - a. Waive 100% of the material, activities, and technology fee for students whose families submit the appropriate documentation which indicates they qualify for the Federal Free Lunch program;
 - b. Waive 50% of the material, activities, and technology fee for students whose families submit the appropriate documentation which indicates they qualify for the Federal Reduced Lunch program;
 - c. If a family has circumstances other than these and wishes to have fees waived, the Business Office can submit information on behalf of the family to the Board of Directors requesting assistance.
3. **Payment Method.** Fees and/or fines exceeding \$20 must be paid by check, cashier's check, money order, or credit card. A convenience fee will be charged for credit card usage. Cash can be accepted if a fee and/or fine is \$20 or less.
4. **Payment Plans.** Families unable to pay the material, activities, and technology fee in total within the prescribed timeline may make arrangements with the Business Office to enter into an agreement under which the individual with primary financial responsibility is subject to the following conditions:
 - a. Providing a credit card number which will be charged with the outstanding balance if two consecutive payments are not received within ten (10) days of the latest payment's due date;
 - b. Paying the material and activities fee in full by April 30th of the applicable school year; and
 - c. Being precluded from future payment plans if any outstanding balance has been written off by the School.

The School reserves the right to withhold student report cards until outstanding material, activities, and technology fees are paid.

5. **Consequences for late and non-payment of fees and fines:** Failure to pay the material, activities, and technology fee will result in the following consequences. Failure to pay other fees and/or fines as charged in a timely manner may result in the following. In the event the above course of action does not result in the fees and/or fines being collected, the Board authorizes the Business Office to take all necessary action to collect the outstanding debt, including initiating a lawsuit in small claims court against the student and/or his/her parents, or referring the matter to a collection agency.

In particular, the following will occur if two consecutive payments of the material, activities, and technology fee are not received in accordance with a family's payment plan, and will continue until any outstanding fees are paid:

- a. The student's report card will be withheld, both in paper and electronic form;
- b. The student will not be eligible to participate in electives classes;
- c. The student will not be eligible to attend school-sponsored field trips.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

Refund Policy. A student who enrolls and subsequently withdraws from MPA more than 180 days before the start of classes will be refunded the entire payment made except for \$50.

Thereafter, because the school has expended funds for materials, activities, and technology, a refund of the fee will be granted based on the following schedule:

- a. \$300 if a student is withdrawn on or before the last day of the calendar month in which the applicable school year started.
- b. \$200 if a student is withdrawn before the end of the calendar year (December 31st) of the applicable school year.

Refunds will not be given if the student is withdrawn after December 31st of the applicable school year. The full fee is non-refundable if the student is expelled.