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## Comprehensive Fee Policy

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### **1 PURPOSE**

The purpose of this policy is to define the types of fees that may be imposed upon students prior to, during, and upon completion of the school year. Additionally, this policy states Aspen View Academy's expectations with regard to collection of fees, and actions taken in the event of non-payment of fees.

### **2 ANNUAL STUDENT FEES**

**2.1 CONSUMABLE FEES** These required fees are assessed at the time of enrollment for new students or at the beginning of the school year for returning students. These fees cover items such as, but not limited to, school supplies, textbooks, planners, work books and curriculum-related expendable supplies. These fees may be adjusted annually and may differ in amount between grade levels. The amounts of the fees will be published prior to the beginning of each school year.

**2.2 FIELD TRIP FEES** All field trip fees are due on designated date prior to the field trip as specified in the permission slip and/or My School Bucks. In the event a student has not, by the designated date, remitted payment for fees associated with a field trip, the student may not be allowed to attend the field trip. The student will remain at AVA and appropriate schoolwork or activities will be assigned. All field trip fees are non-refundable.

If a parent or legal guardian is unable to remit payment of fees for the field trip due to financial hardship, the parent or legal guardian may contact the Business Manager. Such circumstances will be addressed on a case-by-case basis.

### **3 OTHER ACTIVITIES & EXTRACURRICULAR FEES**

These voluntary fees are a condition of a student's participation or attendance at a school sponsored activity or program. These fees may include registration fees, entry fees, transportation fees, and additional supply or material fees. The amounts of these fees will be communicated as needed and will vary by the activity or program.

### **4 LATE PICK-UP FEES**

Late pick-up fees for after school and AVA's After Care program are covered in Aspen View Academy's Parent and Student Handbook.

### **5 LOST, DAMAGED OR OVERDUE FEES**

These fees are assessed in instances when a student has lost, damaged or failed to return in a

timely manner, any materials that are property of Aspen View Academy. The amounts of these fees are determined by the school on a case-by-case basis and will never exceed the actual cost borne by the school for replacement of the materials.

**6 BANK-INCURRED CHARGE**

Should the school incur bank charges related to the returned payments (checks, EFTs, etc.) a \$25.00 charge will be assessed for each instance of return payment. Payment of return payment fees is due within five (5) working days of notice.

**7 NON-PAYMENT OF FEES**

Late fees may be assessed for all fees not paid

**8 WAIVER**

Selected fees may be waived for those students who qualify for free & reduced lunches.

There are no discounts for multiple children.

**9 KINDERGARTEN FULL DAY TUITION AND PRESCHOOL TUITION**

Preschool

Upon accepting placement in the Preschool program, a non-refundable Registration Fee will be collected. The first tuition payment will be due by August 15th. The August tuition will be half of the normal monthly amount. Tuition for the months of September through May will be due by the 5th of each month. Failure to pay on time may result in the child being dis-enrolled from the program. Children who are dis-enrolled for failure to pay, will lose their spot in the AVA Kindergarten program for the following year.

## Document Revisions

<b>Date</b>	<b>Revision Description</b>
24 July 2014	First Draft
18 February 2015	Second Read
December 12, 2019	First Read
January 9, 2020	Approved