



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area:</b> Finance	<b>Policy #:</b> 1521
<b>Title:</b> Student Fees and Instructional Fees	<b>Adopted:</b> August 14, 2014 <b>Revised:</b> January 15, 2015 <b>Revised:</b> May 13, 2021

### **I. Issue Statement**

A. Pursuant to Colorado Revised Statute 22-32-117, Monument Academy may charge student fees to offset costs associated with consumable instructional materials such as workbooks, textbooks, art, band, drama, and music supplies, testing and assessment materials, technology and library materials, foreign language supplies, physical education equipment, laboratory materials and supplies as well as student planners. Monument Academy may also charge tuition/fees for preschool, field trips, retreats and all other outside activities, clubs, or sports.

#### B. Definitions:

1. **Mandatory Fees:** Fees authorized by statute or reasonably necessary for and reasonably related to the actual cost of textbooks or expendable supplies not provided free of charge.
  - Current mandatory fees include, but not limited to Preschool Tuition and Instruction Materials Fees.
2. **Voluntary Fees:** Fees incurred as a condition of voluntary participation or attendance at a school-sponsored activity or program not within the academic portion of the educational program.
  - Current voluntary fees include but not limited to athletic, extra-curricular clubs and activities fees.

The fees will be listed on the Monument Academy website and updated annually.

### **II. Policy Statement**

- A. Historically, revenue provided by the State of Colorado has not provided the necessary monies to adequately operate the school at a level of operation to meet the school's mission. The collection of mandatory and voluntary student fees, as allowed by statute, will provide additional funds for the betterment of our students' education.
- B. The Board of Directors of Monument Academy wants to establish and maintain equity when approving and collecting fees for all students as allowed by statute.

- C. The administration will post all fees on the school's website and make them available by request at the front office. Administration will also clearly delineate which fees are mandatory and which are voluntary.
- D. Families must pay mandatory fees in full prior to the start of the academic school year. If needed, families can arrange to make installment payments arrangements (reoccurring credit card payments only) by contacting Monument Academy's business office.
- E. Families that choose to pay the voluntary fees must do so in full prior to the start of the activity, athletic season, or trip. If needed, families can arrange to make installment payments arrangements by contacting Monument Academy's business office.
- F. Monument Academy may not charge families a fee as a condition of enrollment into Monument Academy nor as a condition of attendance in any class Monument Academy considers part of the academic portion of the school's educational program.
- G. Monument Academy expects that students shall return all school property including but not limited to: textbooks, library resources, electronic devices, tablets, software, musical instruments, athletic equipment, costumes, stage props, etc. to the school in good condition except for ordinary wear. Monument Academy will assess fines for lost, damaged or defaced books (including those checked out from the library), materials, athletic uniforms, equipment, etc.
- H. Monument Academy will waive fees for those students who meet eligibility requirements and guidelines set for free and reduced-priced meals, and whose parent or guardian, prior to the start of the academic school year, makes an application for waiver of fees. Applications shall be approved by the CFO. Monument Academy will not waive fines and charges for replacement of textbooks, materials, athletic uniforms, equipment as well as additional charges for yearbooks, etc.
- I. Failure to pay mandatory fees will result in the student's inability to participate in all voluntary activities including but not limited to: clubs, sports, band, drama, choir, field trips, etc. until the student's family pays the fees in full or makes installment payment arrangements with the business office.
- J. Failure to pay voluntary fees will result in the student's inability to participate in that voluntary activity including but not limited to: clubs, sports, band, drama, choir, field trips, etc. until the student's family pays the fees in full or makes installment payment arrangements with the business office.
- K. At the end of the academic school year, if a student's family has failed to pay-in-full all mandatory fees as well as any fine or charges owed to Monument Academy, the school hold records, transcripts, documents, etc. as allowed by statute until such fees are paid.
- L. In the event that a student withdraws from Monument Academy prior to the end of the academic school year, the student's family may request a pro rata refund of all mandatory fees paid to date. The CFO is responsible for the approval of refunds.

M. Upon registration and in accordance with Monument Academy Board Policy 1523, families registering students new to Monument Academy for the following school year will pay the mandatory fees. If a student fails to attend class on the first day of school or leaves school between the first day of school and October 1, families may request in writing a refund of mandatory fees except non-refundable preschool tuition. The school will process and pay refunds no later than December 1.

### **III. Related Documents**

- A. Colorado Revised Statutes ("C.R.S.") 22-32-117 (fees)
- B. Colorado Revised Statutes ("C.R.S.") 22-45-104 (fees, fines)
- C. Colorado Revised Statutes ("C.R.S.") 22-32-110 (textbook fees, supplies, requirements)
- D. Monument Academy Board Policy 1523

### **IV. Points of Contact**

- A. The following positions shall serve as points of contact for the enforcement of this policy: President of the Board of Directors, Chief Financial Officer and Chief Operating Officer.