

I. PROCESS FOR ESTABLISHING UNIFORM FEES

- A.** No later than June 15, annually, each principal will submit to the superintendent or designee a list of proposed student fees for the upcoming school year, along with justification for any increased or new fees as compared to the fees established for the current school year.
- B.** The superintendent or designee will review the proposed fees and, as necessary, adjust the fees to achieve consistency among different levels and schools. The superintendent or designee will submit all fees to the board for approval.
- C.** At the beginning of each school year, the superintendent or designee will furnish to each principal a list of approved student fees and charges.
- D.** The principal shall post notice of the schedule of approved fees for his or her school on the school website or otherwise publish notice of the schedule of all applicable fees.
- E.** The notice shall advise that fees and charges are to be paid within **20** days of the date of enrollment or other deadline and shall explain the possible consequences for failure to pay. *Required fees may be waived for demonstrated economic hardship.*

II. FEE WAIVERS OR REDUCTIONS FOR ECONOMIC HARDSHIP

- A.** In accordance with policy 4600, Student Fees, each principal shall notify students and parents that they may request a fee waiver or reduction for economic hardship in accordance with the following process.
 - 1. To apply for a fee waiver or reduction, a student's parent must request and complete the "Fee Waiver or Reduction" form, available on the school or school system website. A parent may apply for a waiver or reduction at any point during the school year by returning a completed form and supporting documentation to the student's principal.
 - 2. The principal shall determine whether to grant the waiver or reduction within five school days of receiving the request.
 - 3. Fees will be waived for a student whose family income qualifies the student for free lunch and will be reduced by 50% for a student whose family income qualifies the student for reduced price lunch.

4. After determining the student's eligibility for a fee waiver or reduction, the principal shall immediately notify the parent of the decision.
 5. If the request for a fee waiver or reduction request is denied, the principal shall notify the parent of the opportunity to appeal the decision in accordance with policy 1740/4010, Student and Parent Grievance Procedure.
 6. A waiver granted pursuant to this procedure is good for up to one school year. Parents must notify the principal if a change in financial situation during the school year renders their child ineligible for a continued waiver or reduction of fees.
 7. If school officials determine at any time during the school year that the student no longer meets the criteria for economic hardship, the principal or designee shall notify the student and parent in writing that fees are due and payable in an amount equal to the refund that would be due under G.S. 115C-384 to a transferring or departing student.
- B.** Parents shall be notified of this process by such means as *publishing it in the student handbook, posting it on the school website, and including it on every solicitation of student fees.*

III. FEE REFUNDS

- A.** Upon request, students who (1) transfer to a public school in another LEA during the school year; or (2) leave the school in which they are enrolled due to illness or for other good and valid reason as determined by the principal, shall be entitled to a refund of fees and charges in accordance with G.S. 115C-384.
- B.** Students who transfer within the Haywood County Schools during the school year will not be charged the same fee twice.

IV. CONSEQUENCES FOR FAILURE TO PAY FEES

The principal may impose consequences for failure to pay or make arrangements to pay a fee. Consequences must be consistent with law and may include, but are not limited, to the following:

1. Exclusion of the student from participation in fee-supported activities;
2. Institution of legal proceedings in small claims court to recover fees owed.

Issued by the Superintendent: 9/18/15

Reviewed:

Revised: