



In compliance with Section 55 of the Education Improvement Act of 1991 and the State Board of Education Rule 0520-1-3-.03 (14) "School Fees", required fees will be waived for students who are verified through free and reduced price meals. The Assistant Superintendent of Student Services serves as the contact person for fee waiver related information.

Explanation of Fees

According to TCA 49-2-110, students may not be **required** to pay a fee for any class taken for credit. This includes classes that traditionally ask for additional donations such as band and art. Schools may ask for donations, but students or their families who choose not to participate may not be penalized by withholding grades, progress reports or transcripts, nor can they be excluded from the program.

MNPS Procedures for Fee Waiver

- Students who are directly certified for free meals are automatically eligible to have their fee waiver approved.
- Students who are not directly certified for free meals may have their fees waived if they are approved for free or reduced price meals through the application process.
- No overt identification of verified students shall be made. The names of verified students shall not be published, posted, or announced in any manner.
- Any records generated under this program that identify particular children shall be maintained in strict confidence and shall not be disclosed to any other person for any purpose.
- No student shall be discriminated against because of race, sex, color, national origin, age or disability.
- The parents/guardians of verified students must be given the opportunity to pay all or any portion of the school fee they desire.

Fees Eligible for Fee Waiver

Accounting for fee waiver allocations are managed by the MNPS Accounting Department. The number of eligible students who qualify for free and reduced price meals determines allocations. *Principals should determine priority for fee waiver expenditures within their building.*

Date Published

August, 2008

Revision History

July 2005

Review

Annually

Fee Waiver SP 6.109

- Fees for activities that occur during regular school hours, including field trips, any portion of which fall within the school day.
- Fees for activities and supplies required to participate in all courses offered for credit or a grade.
- Fees or tuition applicable to courses taken for credit or grade during the summer by a student (except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses).
- Fees required for graduation ceremonies (cap and gown).
- Fees for a copy of the student's record.
- Refundable security deposits collected by a school for use of school property for courses offered for credit or grade.

Fees Not Eligible for Fee Waiver

- Fines imposed on all students for late-returned library books, parking or other traffic fines imposed for abuse of parking privileges on school property, or other reasonable charges for lost or destroyed textbooks, library books, workbooks, or any other property of the school.
- Debts incurred pursuant to Rule 0520-1-3-.03(12), Withholding of Student Grades for Debts Owed to the School.
- Refundable security deposits collected by a school for use of school property for participation in extracurricular activities.
- Costs for extracurricular activities occurring outside the regular school day including athletics, optional trips, clubs or social events.
- Non-resident tuition charged all students attending a school system other than the one serving their place of residence.

Field Trips and Other Activities Qualifying for Fee Waiver

To qualify for fee waiver, field trips and activities must be part of a course that qualifies for fee waiver and be approved in advance and in writing by the appropriate Assistant Superintendent of Curriculum and Instruction. Any waiver of fees and costs not clearly within these guidelines must be approved by The Assistant Superintendent of Curriculum and Instruction.

Fee Waiver Procedures

Fee waiver is approved if the student is approved for Free and Reduced Price Meals. Fees are waived by listing students' names and the amount of fees waived on the Collection Log (Form FPM 4230-2) used to collect fees from other students.

Fee Waiver Payment and Reimbursement

Fee waiver funds are provided by the Board and administered by the MNPS Accounting Department.

- Payment of Waived Fees - The school pays waived fees when the invoice related to the activity is paid and posts the waived fees to the school's fee waiver account #984.

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- Reimbursement is obtained from the Accounting Department by submitting a Fee Waiver Reimbursement Voucher (Form FPM 4230-5) along with copies of the supporting Collection Logs. See Reference (b) for the form and accounting procedures.

Maintenance Responsibilities

The Director of Fiscal Services is responsible for maintenance of this process.

Questions should be directed as follows:

- Field trips/activities qualifying for fee waiver: Assistant Superintendents within the Department of Curriculum and Instruction.
- School Accounting/reimbursement procedures: Accounting Department.

References/Authority

DSOP 5441.1

CAP 0522

SBE Rule 0520-1-3-.03 (14)

SBE Rule 0520-1-3-.03 (12)

TCA §§49-1-302, 49-1-302 (a)(2) and (13), 49-6-101, 49-6-201, 49-6-3001 (c) and (c) (1), 49-6-3003, 49-6-3005 (a) and (a)(4), 49-6-3104, 49-6-3105, 49-6-6201, and Sections 30, 78 through 80, and 88 of Chapter 535 of the Public Acts of 1992.

TCA 49-2-110