

FINANCE

Revenue, Tuition, and Fees

Student Fees

This regulation supersedes Regulation 5922.15.

I. PURPOSE

To establish responsibilities and procedures for collecting and recording funds derived from various student fees. School divisionwide fees shall be announced annually by notice unless otherwise specified in this regulation. Section 22.1-6 of the Code of Virginia mandates that no fees may be charged unless permitted by the Code of Virginia or regulations of the Virginia Board of Education; therefore, no fees may be charged except those authorized by this or other regulations and notices. In addition, no pupil's scholastic report card or diploma shall be withheld because of nonpayment of any such fee or charge.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Section IV.B. updates the intranet site.
- B. Sections IV.B.1.c. and IV.B.2.f. update the intranet sites.
- C. Section IV.C. adds online registration procedures.
- D. Section IV.D. updates the academy parking fee and intranet site.
- E. Section V.B. updates intranet sites.
- F. Section VI.C. adds new paragraphs for clinical internship and practical nursing fees.
- G. Section VI.G. updates notice number.
- H. The reference portion updates title for Regulation 2206 and changes Notice 7201 to 5001.

III. ACCOUNTING FOR STUDENT FEES

Fees collected shall be accounted for in accordance with instructions contained in the current version of Regulation 5810. No fees shall be charged for viewing films or using paperback books and workbooks related to the instructional program. These items may be purchased with funds approved for instructional materials and textbooks or with funds collected for lost and damaged textbooks.

IV. FEES PARTIALLY OR FULLY REMITTED TO SCHOOL BOARD

A. Field Trips

Fees may be charged for instructional program and student activity field trips; admission and transportation charges for regular school field trips may be passed on to students. Refer to the current version of Regulation 5790 for information on planning and conducting field trips. Funds collected for school buses shall be remitted in accordance with the current version of Regulation 5910.

B. Musical Instrument Fees

School Board-owned musical instruments used by students participating in instrumental music programs shall be accounted for on form IS/MUSIC-1, Musical Instrument Contract.

This form is available only through computers within the internal FCPS network (FCPSnet) at:
http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmt/information/ismusic1.pdf.

Contracts shall be required for accountability purposes whether or not the rental fee is waived.

1. General

- a. Instrumental music instructors shall be responsible for collecting rental fees for all School Board-owned instruments under their supervision and control. Instructors shall be responsible for ensuring that all contracts are completed and copies are distributed correctly and for advising students and parents of the contract obligations. Fees collected shall be submitted promptly to the school educational administrative assistant or the school finance technician.
- b. Musical instrument rental fees shall be remitted to the Department of Financial Services in accordance with section V. three times a year.
- c. Form FS-40, Musical Instrument Rental Summary Report, shall be sent to the Instructional Services Department at the same time that rental fees are remitted to the Department of Financial Services. This form is available only through computers within the internal FCPS network (FCPSnet) at:
http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmt/information/fs40.pdf.
Contracts shall be required for accountability purposes whether or not the rental fee is waived.

2. Exceptions

- a. Students who use School Board-owned instruments and later acquire instruments of their own before the middle of a use period may be

refunded one-half the fee paid. Likewise, one-half the fee shall be charged to students who use instruments during the second half of the semester.

- b. If the same instrument is assigned to two students, separate contracts are required; however, each student shall pay one-half the appropriate fee.
- c. If a student using his or her privately-owned instrument in the band or orchestra is requested to transfer to a school-owned instrument of a different kind (e.g., cornet to baritone, violin to double bass, etc.) to meet a specific need of the band or orchestra, the rental fee may be waived for the remainder of the school year. If the request is due to inferior quality of the privately-owned instrument, the appropriate rental fee shall be paid.
- d. Students requesting transfers to school-owned instruments in order to gain membership in higher-level performing groups, or as a means of broadening their musical knowledge and background, shall be charged the full rental fee.
- e. Upon request, a student who withdraws before the end of a semester shall be refunded one-half the fee paid.
- f. The Department of Financial Services shall not normally issue refunds. However, schools may make refunds and adjust any deficit on the next form FS-129, Remittance Advice Report. This form is available only through computers within the internal FCPS network (FCPSnet) at: <http://fcpsnet.fcps.edu/it/offices/eis/doc/mgmt/information/fs129.pdf>.

C. Driver Education Fee

Students who have reached the age of 15 years and 6 months are eligible for the laboratory (behind-the-wheel) phase of driver education. Applications shall be required for accountability purposes.

All checks made payable to Fairfax County Public Schools (FCPS) Adult Education shall be processed at adult registration sites, and all money shall be deposited daily. Registrations may also be completed online at <http://www.fcps.edu/aceclasses/>. A copy of the registration will be filed with the driver education office located at the Plum Center for Lifelong Learning.

D. Student Parking Fees

Procedures for the collection of parking fees shall be established by individual schools to accommodate differences in school size and available parking spaces and to give principals flexibility in dealing with unique situations. Academy students who paid the parking fee at the base school will not be charged a parking

fee at the academy. Academy students who did not pay a fee at the base school will be charged \$67 for academy parking. The procedures shall be shared with students and parents before the opening of school. Permits sold shall be recorded on a Parking Permit Sales Log (FS-134). This form is available only through computers within the internal FCPS network (FCPSnet) at: http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/fs134.pdf.

Individual schools shall determine the methods used to enforce and monitor the parking fee plan. This information shall be communicated to students and parents before the opening of school.

School finance technicians or administrative assistants shall submit money collected to the Department of Financial Services in accordance with section V. three times a year. Schools shall retain 15 percent of the money collected.

E. Career and Technical Education Fees

Students enrolled in courses with certification tests or licensures may take test(s) leading to certification or licensure one time without a fee. If a student does not receive a passing grade, high schools are authorized to charge the student a fee for each subsequent certification test taken in a course. The fee is based on the actual cost of the test.

All fees collected by the school shall be remitted to the director, Office of Career and Technical Education. Fees collected between July and October shall be remitted by November 15, fees collected between November and February shall be remitted by March 15, and fees collected between March and June shall be remitted by June 15. A memo indicating that the payment is for certification tests shall accompany all remittances.

F. Loss of or Damage to School Board Property

Students are financially liable for loss of or damage to School Board property, even when malicious intent is not involved. If malicious intent is involved, the case is considered to be vandalism (see subparagraph 2. below). The responsible student shall be charged a reasonable fee for the lost or damaged item. Fees collected for such property shall be accounted for in accordance with procedures outlined below:

1. School Board Property Other Than Library Materials and Textbooks

Funds collected shall be deposited initially in a school activity fund account titled "lost or damaged School Board property." Funds collected shall be forwarded to the Department of Financial Services in accordance with section V. three times a year.

2. Vandalism

Deliberate and malicious damage to School Board property shall be paid for by the student(s) responsible for the damage or by his or her parents or guardians, in accordance with Sections 8.01-43 and 8.01-44 of the Code of Virginia and the current version of Regulation 5780. Funds collected by schools shall be forwarded to the Department of Financial Services in accordance with section V. three times a year.

3. Refunds

Schools may make refunds to students if the students return lost items. The resulting deficits, if any, should be adjusted when posting subsequent collections.

V. SUBMISSION OF FEES AND REPORTS

A. Submission of Fees to Department of Financial Services

Fees collected for out-of-county tuition, musical instrument rental, vandalism, and student parking shall be submitted to the Department of Financial Services on or before the following dates:

<u>Period Covered</u>	<u>Due Date</u>
July-October	November 15
November-February	March 15
March-June	June 15

Fees retained at the school shall be transferred to the appropriate fund accounts. One check for all fees collected during a given period shall accompany form FS-129, Remittance Advice Report.

B. Submission of Summary Reports

Summary reports of specific items shall be forwarded to the departments listed in the table below:

<u>ITEM</u>	<u>SUMMARY REPORT</u>
Out-of-County Tuition (Current version of Regulation 2206)	Forward Out-of-County Tuition Payment (FS-77) to the Department of Special Services. This form is available only through computers within the internal FCPS network (FCPSnet) at: http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/fs77.pdf .

Vandalism	Forward Vandalism, Theft, Break-In Report (SD-15) to the appropriate office. This form is available only through computers within the internal FCPS network (FCPSnet) at: http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/sd15.pdf .
Student Parking	Parking Permit Sales Log (FS-134) and Parking Permit Fees Summary Report (FS-135) are to be retained in school files for audit purposes. This link is available only through computers within the internal FCPS network (FCPSnet) at: http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/fs135.pdf .
Musical Instrument Rental	Forward the Music Instrument Summary Report (FS-40) to the Instructional Services Department, fine arts office.

VI. AUTHORIZED FEES FOR COURSE MATERIALS RETAINED AT THE SCHOOL

Any required fees for materials shall be stated in the school's course description brochure. Students enrolled in the courses shall be notified of required fees before schools open in September.

A. Business and Information Technology

Students enrolling in Network Design and Engineering shall be required to pay a consumable materials fee for the cost of the Cisco lab book. Actual cost will be charged.

B. Fine Arts Fees (Middle, High, and Secondary Schools)

Basic fine arts materials, tools, and equipment shall be supplied to all students. However, students shall be required to pay for consumable materials used in projects designed to be taken home or materials that can be used by an individual student (e.g., makeup kits, fitted costumes, etc.). Any part of a fee not used to purchase consumable materials shall be refunded to students provided it is more than \$1 per student. Actual material costs in excess of the initial fees shall be collected from the students.

C. Health and Medical Sciences

Basic materials, tools, and equipment shall be supplied to all students for basic instruction in high school health and medical sciences classes. High schools receive supplemental supply allocations to provide for basic instruction. However, students shall be required to pay a materials fee for items that become the property of the student, such as uniforms or lab coats and equipment such as stethoscopes. Students participating in Dental Careers 2, Fire and Emergency Medical Sciences, Pharmacy Technician, Physical Therapy, Occupational

Therapy 2, and Practical Nursing programs must also purchase student liability insurance.

Students who are enrolled in classes with clinical internships are responsible for medical costs associated with immunizations, titers, TB screening, and health and dental exams required for the clinical experience. Students participating in clinical internships must also have health insurance coverage. Level two textbooks are to be purchased by the student.

Practical nursing students participating in clinical internships are responsible for fees for criminal background checks and drug screenings, National League of Nursing (NLN) exams, and CPR certification.

D. Family and Consumer Sciences Consumable Materials Fees

1. High and Secondary Schools

Students enrolling in the semester food classes and in Life Planning shall be required to pay a consumable materials fee to defray expenses due to the variety of foods prepared, the number and types of laboratory experiences, and the amount of food consumed by the students.

Students enrolling in Fashion Design 1 and 2 shall be required to pay for consumable materials used in projects designed to be taken home or materials that can be used by an individual student (e.g., muslin fabric, drafting tools).

Students enrolling in Culinary Arts 1 and 2 may be charged a materials and/or lab fee for items that become the property of the students (e.g., chef's jacket and/or chef's hat).

Basic items required for students to learn the techniques of food preparation and fashion design shall be supplied to the students and paid for with appropriated funds. The consumable materials fee supplements the basic allocation. Any part of the student fee not needed to defray the cost of consumable materials shall be refunded to the student, provided it is more than \$1 per student.

2. Middle Schools

Basic materials, tools, and equipment shall be supplied to all students for basic instruction in middle school family and consumer sciences classes. Schools receive supplemental supply allocations to provide for basic instruction. However, students may be charged a materials fee for take-home projects. Any part of a materials fee not used to defray the cost of projects shall be refunded to the students, provided it is more than \$1 per student. Actual cost in excess of the materials fee shall be collected from the students.

E. Trade and Industrial Materials Fees

Basic materials, tools, and equipment shall be supplied to all students for basic instruction in high and secondary schools trade and industrial classes. High and secondary schools receive supplemental supply allocations to provide for basic instruction. However, students may be charged a materials and/or lab fee for items that become the property of the students or services provided for the students. Any part of a materials fee not used to defray the cost of projects shall be refunded to the students, provided it is more than \$1 per student. Actual cost in excess of the materials fee shall be collected from the students.

F. Technology Materials Fees

Basic materials, tools, and equipment shall be supplied to all students for basic instruction in middle, high, and secondary technology education classes. Middle, high, and secondary schools receive supplemental supply allocations to provide for basic instruction. However, students may be charged a materials fee for take-home projects. Any part of a materials fee not used to defray the cost of projects shall be refunded to the students, provided it is more than \$1 per student. Actual cost in excess of the materials fee shall be collected from the students.

G. Preschool and Kindergarten Snack and Food Activities

Fees may be collected to provide snacks for preschool and kindergarten students. Snacks may be purchased either through the school food and nutrition services program or by direct procurement from an outside source. Snacks purchased through the food and nutrition services program are not within the scope of this regulation (refer to the current version of Notice 5001, School Food Service Program Prices). However, fees collected for direct purchase of snacks shall be deposited in the appropriate school activity fund account.

Any part of the fee not used to defray the cost of snacks shall be refunded to the students provided it is more than \$1 per student. The purchase of instructional supplies or equipment from the preschool and kindergarten snack account is strictly prohibited. Fees collected for snacks provided by the food and nutrition services program (Notice 5001) shall not be commingled with these school activity funds.

H. Physical Education Uniforms

Uniform charges shall not exceed the actual contract cost of the uniform plus 15 percent. Funds collected shall be credited to a local school activity fund account and used exclusively to cover billing, distribution, and inventory and storage costs associated with the purchase and sale of uniforms and to support the overall physical education program.

I. Towel Service

All middle and high schools are encouraged to provide towel service for students enrolled in physical education classes. Fees collected shall be deposited in a school activity fund account for that purpose. All costs associated with laundry service shall be charged to and paid from that account. The following guidelines apply to providing towel service:

1. The student shall receive a fresh towel for each physical education class activity.
2. A notice shall be sent to parents explaining the use of profits and indicating that the primary purpose is to provide a service to students, that the service is optional, and that any remaining profit will be used to replace laundry equipment and/or to support student activities.
3. Upon request, a student who withdraws from school before the end of the first semester shall receive a refund of one-half the annual fee paid. A student withdrawing during the second semester shall not receive a refund.

J. Lost or Damaged Library Materials

School principals may develop their own procedures for imposing fines for late return of borrowed library materials. Students responsible for losing or damaging library materials shall be charged replacement or repair fees. Such fees shall be credited to the library account and used to benefit the local school library.

K. Lost or Damaged Textbooks

Students responsible for losing or damaging textbooks shall be charged replacement fees. Funds shall be credited to a school activity fund account, "lost or damaged textbooks," and used to purchase any items that support the instructional program. These items may include equipment, textbooks, supplies, field trips, printing costs, speakers, or any other items deemed necessary for instructional support.

L. Transcripts of Student Records

Procedures and costs for obtaining additional transcripts for students are contained in the current version of Regulation 2701 and the companion publication, which is published annually.

M. Other Fees

Fees collected for student organizations, class accounts, athletic events, cap and gown rentals, and sales activities shall be retained by the schools and accounted for in accordance with instructions and guidelines contained in the current version of Regulation 5810.

VII. WAIVER OF FEES

Fees shall be waived for indigent students, using criteria specified in the current version of Regulation 2135. Funds are provided to cover fees for indigent students.

Legal Reference: Code of Virginia, sections 8.01-43, 8.01-44 and 22.1-6.

See also the current versions of: Regulation 2135, Assistance to Students
Regulation 2206, Tuition Rates
Regulation 2701, Student Personal Data
Regulation 5780, Reporting Procedures for Vandalism, Theft,
or Break-In.
Regulation 5790, Field Trips—Planning, Conducting, Financing
Regulation 5810, School Activity Funds Management
Regulation 5910, Collections and Remittances
Notice 5001, School Food Service Program Prices