



SECTION J: Students

JQ-G Student Fees, Fines and Charges

Effective:	10/22/2016
Reviewed:	7/2017
Revised:	8/1/2017
Reviewed:	05/31/2018
Revised:	8/1/2018

JQ-G Student Fees, Fines and Charges

Students shall not be charged an instructional fee as a condition of enrollment in any CEC school or as a condition of attendance in any class that is considered part of the academic portion of the CEC's educational program except tuition when allowed by law. The schools may require students to pay textbook fees, extra-curricular participation fees, fees for expendable materials, and other miscellaneous fees as set forth in this policy.

All student fees to students shall be adopted by the Board. Adopted fees shall remain in place until modified or removed by Board resolution. All student fees adopted by the Board shall be used for the purposes set forth in an annual CEC approved fee schedule, in the school year in which the fee was collected, and shall not be spent for any other purpose.

When publicizing any information concerning any fee authorized to be collected by this policy, the school shall specify whether the fee is voluntary or mandatory, purpose of the fee, and the specific activity from which the students will be excluded if the fee is not paid.

All fees shall be waived for indigent students. An indigent student is defined as any child who is deemed eligible for a free or reduced-price lunch (FRL) under the income guidelines established by the federal government. (All fees, fines and charges for textbooks, workbooks and expendable supplies required for classes within the academic portion of the educational program shall be waived for indigent students.)

Among the fees which the Board may authorize are the following:

CEC Network School Non-College Textbook Fees

Textbooks for all CEC non-college level classes shall be provided on a loan basis. It is expected that students shall return textbooks to the school in good condition except for ordinary wear. Non-indigent students may be required to make a reasonable loss or damage deposit to cover non-college textbooks and nonacademic equipment. All such deposits shall be refunded to the student when the

item is returned in good condition except ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book will be deducted for each year it has been used. The minimum replacement fee is 20 percent of the original cost of the textbook. The Head of School or designee may waive the fee if the student provides a replacement book approved by the Head of School or designee.

If the school has made a reasonable effort to obtain payment for lost or damaged textbooks, library resources or other school property and the student is graduating, the Head of School may deny the privilege of participation in the graduation ceremony if the student fails to return or replace a textbook, or library resource or other school property by the date of the ceremony. The Head of School may offer, at his or her discretion, an alternative payment method, such as an installment plan or service to the school to students who are unable to pay.

The Chief Executive Administrator, or designee, may obtain payment of delinquent fees, fines, or charges through use of professional collection agencies or institution of civil proceedings as he/she deems appropriate. Indigent students, as determined in accordance with state guidelines, shall not be required to pay a textbook rental fee or damage deposit. A student shall not be refused use of textbooks based on failure to pay the required fees.

Participation Fees

Students participating in extracurricular and co-curricular activities programs shall pay a per season or per activity participation fee. Any activity fee collected shall be used to fund the particular activity for which it is charged and shall not be used for any other purpose.

College Tuition Failed Class Fee

Students and their parent/guardians are required to sign a document stating they will reimburse CEC for tuition paid by CEC for any course the student does not complete without the consent of the Head of School. Additionally, CEC requires a student or their parent/guardian to reimburse CEC for tuition for any course in which a student receives a failing grade. If a student attends an institution of higher learning (IHE) with higher tuition than the local community college resident rate, the student may be responsible for paying the remaining balance of the tuition.

Miscellaneous Fees

Students may be asked to pay miscellaneous fees as a condition of participation in or attendance in a voluntary school-sponsored activity or program not within the academic portion of the educational program.

The School may impose and collect a fee for the payment of excess transportation costs in accordance with state law.

Fee Schedule (See schedule attached at end of Document)

The CEC Network Schools shall prepare and make available upon request a complete list of student fees, describing the fee, the amount of each fee, the purpose of each fee, whether the fee is voluntary or mandatory, and the specific activity from which the student will be excluded if the fee is not paid.

If you are unsure if you qualify for FRL, please talk to your school about the forms that need to be completed.

Additional Legal Refs:

- C.R.S. 22-32-109 (1) (u) (free textbooks to indigent students without loss/damage deposit)*
- C.R.S. 22-32-110 (1) (o) (textbooks for free or reasonable rental fee)*
- C.R.S. 22-32-110 (1) (jj) (sanctions for failing to return textbooks and library resources) (2017)*
- C.R.S. 22-32-113 (5) (transportation of pupils and imposition of fee for excess transportation costs)*
- C.R.S. 22-32-116.5 (6) (a) (participation fees for non-enrolled student participants)*
- C.R.S. 22-32-117 (fees)*
- C.R.S. 22-32-118 (summer school fees)*
- C.R.S. 22-45-104 (disposition of moneys collected from fines and fees)*
- C.R.S. 22-30.5-507 (Withholding diploma, transcript, or grades)*

Colorado Early Colleges 2018-2019 Fees Schedule

FEES IDENTIFIED ARE MANDATORY FOR PARTICIPATION. PARTICIPATION MAY BE VOLUNTARY.

Fee Type	Designated For	Fee Amount (Maximum)	Purpose of Fee	Student Impact if fee is not paid
College Course Fail/WD Fee	On and Off Campus College Courses Resident Rate	Rate of tuition charged by institution	To reimburse CEC the actual cost of the college course fee charged to CEC by the institution of higher education (IHE) for a course student has failed or dropped before withdrawal date.	Withhold Transcripts or Grades until fee has been paid or arrangements have been made with Head of School.
Hybrid/Online Course Fee	**Hybrid/Online Course	Difference between the direct instruction course and the online or hybrid course	To reimburse CEC the difference of the cost of the direct instruction course and the online or hybrid course charged to CEC by IHE.	Account will be turned over to a collection agency until fee is paid or acceptable arrangement has been made with the school.
Colorado Opportunity Fund (COF) Fee	Students who do not qualify or activate Colorado Opportunity Fund before the date the IHE bills CEC	Amount of discount from IHE.	To reimburse CEC the amount of the COF discount from IHE	Account will be turned over to a collection agency until fee is paid or acceptable arrangement has been made with the school.
Lost or Damaged College Course Textbook Fee	*Off Campus, Hybrid or Online College Textbooks (Only Required textbooks qualify)	Fees vary according to college course and institution	To reimburse CEC the actual cost of the lost or damaged college course text book	Students' fee balances must be paid in full to receive textbook reimbursements.
Course Fee	Field Trip Fee	Varies by field trip (this does not apply to any trips associated with basic education classes)	To cover cost or a portion of the cost of admission, activity, and transportation.	Student will not be permitted to attend the field trip. A comparable alternative may be provided. FRL students and parents with financial hardship can request waiver of the fee.
School Fee	Yearbook	Not to exceed \$85 per yearbook	To cover a portion of the cost of producing and printing a yearbook.	Student will not receive a yearbook.
School Fee	Student ID/ Bus Pass (ZPass+)(Replacement)	Not more than \$10 Bus Pass \$5	To cover cost or a portion of the cost of ID materials	Student will not be issued a replacement ID

School Fee	Student Planner Replacement	Not more than \$7	To cover a portion of the cost of producing and printing Student Planner	Student will not be issued a replacement planner
School Fee	Parking Fine	Not More than \$25 per fine	To provide a financial penalty for parking violations and maintain parking lot safety	Student may be denied privileges of parking on a CEC Ft Collins Campus
Graduation Fee	Graduation Ceremony	Not more than \$50	To cover a portion of the cost for sashes, cords, medals, consumable materials, decorations, and facility rental needed for Graduation Ceremony and printing of diplomas.	Students will not receive sashes, cords, medals to wear during graduation ceremony.
School Fee	Tutoring	\$20	To cover a portion of tutoring costs.	Student cannot attend additional tutoring sessions until fee has been paid.
School Fee	Transcript Fee	Not more than \$5	Fee that website contracted to facilitate student transcript requests. CEC does not collect or receive the funds for this service.	FRL students and parents with financial hardship can request waiver of the fee. Transcripts will not be withheld for failure or inability to pay for Transcript service.
School Fee	Activity/Sports Program Fee	Not more than	To cover a portion of the cost charged by the organization that organizes and facilitates the Activity/Sport.	Student will not be permitted to participate in the Activity/Sport. FRL students and parents with financial hardship can request waiver of the fee.

* Students and their parent/guardians are required to sign a document stating they will reimburse CEC for tuition paid by CEC for any course the student does not complete without the consent of the Head of School. Additionally, CEC requires a student or their parent/guardian to reimburse CEC for tuition for any course in which a student receives a failing grade. C.R.S. § 22- 35-105 (4). If a student attends an IHE with higher tuition than the local community college resident rate, the student may be responsible for paying the remaining balance of the tuition. [C.R.S. § 22-35-104 (6)(b)]

** Tuition for online and hybrid courses are charged at a higher rate and must be approved by the student's Advisor and the Accounts/Business Manager, or by the Head of School. Approval will be granted if the course is only offered as an online course, or if there are other significant circumstances. The student must understand that taking an online course will have a negative impact on his/her voucher. When this exception is made, the student is responsible for the difference in cost between a direct instruction course and the online or hybrid course.

A student fee schedule specific to each school shall be posted to the school website in a prescribed location and shall be updated annually. Only fees referenced and approved in CEC Policy JQ-G may be levied.