
FEE POLICY**Student Fees**

According to section 1002.32(5), Florida Statute, each lab school may charge a student activity and service fee. Parents/legal guardians of students are responsible for paying all fees according to established guidelines. Fees are due on the dates published for the school year. Failure to comply will result in the cancellation of the student's admission and enrollment.

Fees

Fees are used to support student activities and health, life, and safety services. Fees are \$400.00 per year/per student in grades K-5, \$550.00 per year/per student in grades 6-8, and \$650.00 per year/per student in grades 9-12. These annual fees may be paid in full by March 15th or in two (2) payments as outlined in the Fee Payment Schedule below.

Based on income, families may be eligible for a reduced activity and service fee. The reduced fee is based on the USDA Income Eligibility Guidelines. Florida Atlantic Laboratory Schools require a written request and proof of income when seeking a reduced fee. Proof of income guidelines are necessary to direct benefits to those children most in need and are revised annually to account for changes in the Consumer Price Index. Families qualifying under these guidelines shall be eligible for a reduced activity and service fee when approved by the school after providing appropriate financial documentation verifying their eligibility for benefits. Those applying for a reduced fee must submit the most recent 1040 Federal Income Tax Form. This form must list the names of the children for whom the fee reduction is requested.

All documentation must be clear, legible, and complete to facilitate timely processing. All submitted information will be handled with strict confidentiality and used solely for the purpose of determining eligibility for fee refunds and discounts.

Additionally, being eligible for the Supplemental Nutrition Assistance Program (SNAP) and/or being listed on the Direct Certification list only qualifies your child for free/reduced meals. It does not qualify your child for reduced Activity Fees. The required appropriate financial information must be submitted to the Finance Department before the deadline to have the activity fees reduced.

Activity and Service Fee Payment Schedule

		Grades K-5			Grades 6-8			Grades 9-12		
Payments	Due Date	Full Fee	50% Reduced Fee	25% Reduced Fee	Full Fee	50% Reduced Fee	25% Reduced Fee	Full Fee	50% Reduced Fee	25% Reduced Fee
1st Payment	March 15th	\$200	\$100	\$50	\$275	\$137.50	\$68.75	\$325	\$162.50	\$81.25
2nd Payment	July 15th	\$200	\$100	\$50	\$275	\$137.50	\$68.75	\$325	\$162.50	\$81.25
OR PAY THE FULL FEE BELOW										
Full Fee	March 15th	<u>\$400</u>	<u>\$200</u>	<u>\$100</u>	<u>\$ 550</u>	<u>\$ 275</u>	<u>\$137.50</u>	<u>\$ 650</u>	<u>\$325</u>	<u>\$162.50</u>

Method of Payment

All fees, including lunch fees, must be paid online by credit card using the links below. Payment links can also be found on the school website. Personal checks are not accepted.

- Kindergarten – Grade 8 FAU Epay Site [CLICK HERE](#)
- Grade 9 – Grade 12 FAU Epay Site [CLICK HERE](#)

Refund(s) of Fees

Parents/legal guardians of students who have paid their activity and service fee and who withdraw from Florida Atlantic University Schools, for any reason, may receive 75% of the fees paid if requested within five days from the initial payment date. The FAU High iPad rental fee of \$175 is non-refundable. All refund requests must be made via email to adhusfees@adhus.fau.edu. No other refunds will be permitted.

Late Pick-up Fees

In accordance with s. 1003.31(2), F.S., parents/legal guardians must pick up their children within 30 minutes of dismissal pick-up times designated by the school. Students who remain on campus beyond 30 minutes after dismissal, and are not enrolled in the Henderson Enrichment School Program (HESP), or registered in an after-school activity or sport, will wait in the supervised Late Pickup Room until the parent/legal guardian arrives. To compensate the school for extended supervision, the procedures and fees below apply and will be strictly enforced.

First Occurrence	Written warning and signed acknowledgment of school’s policy on Late Room Log.
Late Pick-Up Fee	\$10.00 per family for every 15 minutes after 3:15pm \$10.00 per family for every 15 minutes after 12:30pm on PL days.
HESP Late Pick-Up Fee	\$10.00 per family for every 15 minutes after 6:00pm.

Other Fees

I.D. and Lanyard Replacement Fees

Each student is provided with an A.D. Henderson and FAU High School ID badge and lanyard to assist staff in identifying students on campus. Student ID badges and lanyards must be worn on a daily basis. Students arriving at school without an ID badge and/or lanyard will be charged a replacement cost. The replacement cost for the ID badge is \$10.00, and the cost for the lanyard is \$5.00. The cost to replace both the ID badge and the lanyard is \$15.00.

Additional Fees

Other fees may be charged as a result of lost or damaged items, including but not limited to, lost or damaged technology or equipment, lost or damaged textbooks, lunch program fees, and all other fees incurred during the course of a semester. School device costs are as follows: Dell Chromebook Replacement \$350; LCD screen \$150; Touch screen \$200; OEM Dell charger \$40; Aftermarket charger \$25; iPad Replacement \$400; Screen replacement \$200; Charging block \$15; Charging cable \$10. The fees are subject to change based on vendor replacement costs.

Fees are billed periodically throughout the school year and must be paid within 20 calendar days from the date of the correspondence.

Outstanding Fee Balances

Fees are due on or before the due date. Balances not paid in full by the deadline will be assessed a \$25 administrative fee for late payment. If any fees are not paid within 30 days of the initial due date, a notice will be sent listing the overdue fees. Fees not paid within 15 days of the date of the final notice will be referred to the FAU Controller's Office for collection. According to Florida Statutes 1010.03, district school boards are directed to exert every effort to collect all delinquent accounts, including the utilization of a collection agency. Therefore, accounts with outstanding balances more than 90 days past due are deemed eligible to be sent to collections. Accounts with outstanding balances sent to collections are obligated to pay promptly all charges owed, including collection agency fees, and other reasonable collection costs assessed to collect unpaid balances.

In addition, once an account is referred to the FAU Controller's Office, a letter will be sent to the parents/legal guardians explaining that the failure to promptly pay fees when due has resulted in:

- Forfeiture of the student's invitation to return to the school and the loss of the student's enrollment status (the student shall be officially withdrawn for the following semester).
- The student will be unable to participate in any extra-curricular activities (athletics, dances, field trips, banquets, etc.).
- Report cards will be held until all outstanding fees are paid or arrangements for payments are approved in writing by the FAU Controller's Office.

All consequences for non-payment can also be reviewed at <http://www.fau.edu/controller/student-services/consequences-nonpayment/>.

Disputed Fees

Any fee in dispute needs to be communicated in writing. In order for any request to be processed:

- Send an official letter with documentation to your child's administrator for initial review.
- If a resolution does not occur, parents can send their written communication, documentation, and reason for further consideration to ADHUSFees@adhus.fau.edu for further review.

Failure to pay in full all fees incurred in accordance with this Policy shall prohibit the student(s) from re-enrollment for the following semester and/or year.

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