

RSU #16

ATHLETIC ACTIVITY FEE PROPOSAL ADMINISTRATIVE PROCEDURE AND FORM

A. Distribution of Athletic Activity Fee Policy, Procedure and Form to Parents

A copy of the Athletic Activity Fee Policy and Administrative Procedure/Form will be distributed at the first parent meeting. Parents are required to complete and return the form on the reverse side of this procedure prior to the conclusion of pre-season. Payment of Participation Fees are not a guarantee of playing time.

B. Payment Procedure

1. There is a \$25 fee for each Poland Regional High School and Bruce M. Whittier Middle School athletic activity (in addition to the fees already charged for ice hockey).
2. A parent must complete the form on the reverse side and mail or deliver it in a sealed envelope with cash or a check/money order payable to “**RSU #16**” at the main office. There is a \$20.00 fee for a returned check. The payment must be mailed to or dropped off at the main office prior to the conclusion of pre-season. Students will not be permitted to practice until the fee has been paid.

C. Fee Waivers

1. Students who receive free or reduced lunch will automatically be exempted from athletic activity fees upon parent request. The parent must still complete the form on the reverse side and mail it or deliver it in a sealed envelope to the main office. In the sport of hockey, only the portion of the fee that is charged to all sports shall be waived.
2. Other parents may request an athletic activity fee waiver if they have a serious financial hardship (i.e., recent job loss, death or disability of parent providing support to the student, bankruptcy). Requests for such waivers must be made in writing to the Athletic Director, stating the reason for the request. The waiver request may be mailed to the Athletic Director or dropped off at the main office in a sealed envelope.
 - a. The Athletic Director will make a decision within five school days. If the request is denied, the parent may appeal the decision to the Superintendent in writing within two school days of receiving the denial.
 - b. The Superintendent may request any additional information he/she feels is necessary to make a final decision. All information concerning fee waivers or requests for fee waivers shall be kept confidential.
3. There shall be a family limit of \$50 per family in a given season and a \$125 family limit each school year.

D. Fee Refunds

1. Fees will only be refunded if a student incurs a season-ending injury or illness less than half-way through the season. Fees will not be refunded for any other reason (i.e., student quits team, is suspended from school or the team, student becomes ineligible).

RSU #16 Code:

ATHLETIC ACTIVITY FEE FORM

Instructions:

Please fill out this form and return it in a sealed envelope in person or by mail to the school office **BEFORE THE CONCLUSION OF PRE-SEASON**. Payment of Participation Fees are not a guarantee of playing time.

Students will not be allowed to practice if the fee has not been paid or a fee waiver approved.

- Poland Regional High School: 1457 Maine Street, Poland, ME 04274
- Bruce M. Whittier: 1457 Maine Street, Poland, ME 04274

Parent Name: _____ Date: _____
Address and Phone Number: _____
Student Name: _____ Grade: _____
Sport: _____

Check appropriate line:

_____ \$_____ fee enclosed (check, money order or cash). **Payable to: RSU16**

_____ I request a waiver based on my child's approved eligibility for free or reduced lunch.

_____ I request a waiver based on financial hardship. If you are requesting a financial hardship waiver for a reason other than free or reduced lunch eligibility, please deliver or mail a written request stating the reason to:

Donald King, Co-Curricular Director
Poland Regional High School
1457 Maine Street
Poland, ME 04274

Such requests will be processed in accordance with the Athletic Activity Fee Administrative Procedure.

_____ I am willing to pay an additional amount to be used to 'scholarship' another player student/family in need. My additional fee is enclosed.