

Davis Applied Technology College

Student Financial Aid - High School Fee Waiver Policy

Effective Date: August 23, 2011

President's Council Approval: October 18, 2011

Review: 9/12/2012

1. Purpose

This policy is established in order to ensure that the cost of required textbooks, equipment, and materials do not exclude high school students who are unable to pay.

2. References

Darrel White, President UCAT e-mail dated September 2, 2005, "High School Student Fees - Waiver"
Jared Haines, Vice President UCAT e-mail dated September 9, 2005, "High School Student Fees - Waiver"

3. Definitions

3.1 **Fee:** Any charge, deposit rental or mandatory payment required by the student's program of study, however designated whether in the form of money or goods.

3.2 **Fee Waiver:** A waiver applied to fees (3.1).

3.2 **Eligible student:** A student who qualifies for a fee waiver.

3.3 **Eligible program:** All programs whose cip codes have been identified by the district as qualifying for high school credit.

3.4 **Student supplies:** Items, which are personal property of the student. Although these items are used in the classroom they are also used in activities outside the classroom. Examples include pens, pencils, computer storage devices, crayons, back packs, etc.

3.5 **Reusable items:** Items such as textbooks, appliances, or equipment that can be used by subsequent students attending the program. Workbooks and curriculum are not considered reusable items.

4. Policy

4.1 Student Eligibility

4.1.1 A student must qualify for free lunch through their high school or district lunch program to be considered an eligible student.

4.1.2 Eligible students must have been referred from their high school through the transmittal process.

4.1.3 Eligible students must be enrolled in an eligible program.

4.2 Waiver qualifications and limitations

4.2.1 Eligible students will be provided with a book and/or fee waiver up to an amount not to exceed \$ \$175.00 per year.

4.2.2 Licensing and certification fees required by outside agencies are not considered fees and are therefore not covered under this policy.

4.2.3 Student supplies are not eligible for waiver.

4.2.4 When available, students will be expected to use reusable items available in the classroom.

4. Procedure

4.1 Students will provide evidence from the district that they have been approved for Fee Waiver.

4.2 After the student presents their eligibility evidence to the Financial Aid Office the student will be provided with a voucher to be presented to the Cashier and/or Bookstore.

4.3 The Financial Aid Office will keep track of all vouchers for a period not to exceed 3 years.