

**CHERRY HILL PUBLIC SCHOOLS**  
Cherry Hill, New Jersey

**F-10**

**ADMINISTRATIVE PROCEDURE**  
**STUDENT FEE**

The Cherry Hill Board of Education has approved Policy # 3453.1: Student Fees for select extra curricular and co-curricular activities for all students in grades 6-12 beginning with the 2010-2011 school year. The purpose of this fee is to help defray the costs for of the active supplemental contracts issued to coaches/advisors, arrangements for transportation, officials, rental fees, uniforms, participation fees for these activities and which are funded by the general fund. **This is a one time fee per school year and permits students to participate in multiple activities.**

The fee collection and guidelines are as follows.

- All student fees and the completed Student Activity Form for athletics and extra curricular activities (see hand out for activities that require a fee) must be collected prior to the first try-out, organizational meeting or practice.
- Students who have not paid the student fee by the aforementioned dates may not participate in the activity until the financial obligation is met.
- Checks or money orders (not cash) are payable to Cherry Hill Schools and must be accompanied by a completed General Fee Form and mailed to the following addresses. Beginning in August 2012 parents may use PayPal to make on-line payments. There is a transaction fee (which is the responsibility of the parent) added to the cost of the activity fee when using this option. Any non-negotiable checks may be assessed a fee.

Cherry Hill High School East  
Guidance Office  
1750 K.resson Road  
Cherry Hill, NJ 08003-2598

Cherry Hill High School West  
Guidance Office  
210 1 Chapel Avenue, W  
Cherry Hill, NJ 08002-2099

Beck Middle School  
950 Cropwell Rd.  
Cherry Hill, NJ 08003-1499

Carusi Middle School  
315 Roosevelt Dr.  
Cherry Hill, NJ 08002-1599

Rosa International Middle School  
485 Browning Lane  
Cherry Hill, NJ 08003-3160

- *For Parents who have children in both high school and middle school- send the check to their home high school. The forms will be processed by the high schools and your child's name/request will be forwarded to the appropriate middle school.*
- !• *Or log onto to [http://1vww.chenyhi/1.k I 2.nj.11s l payme11ts to pay 011 line](http://www.chenyhi/1.k I 2.nj.11s l payme11ts to pay 011 line). Additional information and payment instmctions can be found at this website.*

- The student fee for activities will be waived for any student who qualifies for and is registered in the free and reduced lunch program. Please note that beginning with the 2010-2011 school year, if you have not registered for free and/or reduced lunch programs by October 1<sup>st</sup> of the current year, you will not be eligible for these services for the entire

school year, and this could impact a waiver request as well. Other exemptions shall be granted by the Superintendent or designee (i.e. building principals) for good cause.

- The payment of a student fee does not guarantee a certain amount of competition contest time, group activity event time, or certain roles, parts or designated responsibilities or a spot on the team or role in the activity.
- **The activity fee must be paid for try-outs and is non refundable.**
- The Head Coach/Advisor shall provide a final roster of students participating in the activity to Athletic Director/Building Principal.
- The district student fee as outlined in Policy 3453.1: Student Fees does not supplant any other fees assigned by the coach or advisor of the activity, any other supplemental costs or fundraising efforts.
- **The fees are non-refundable.**

**Student Fee Structure is as follows:**

- A. High School - \$80 per student (\$150 per family cap)
- B. Middle School - \$70 per student (\$150 per family cap)

*Please complete the form on the attached page and return to your school as directed above.*

Approved: August 24, 2010

Revised: June 26, 2012

**BOARD OF EDUCATION**  
Cherry Hill, New Jersey

**POLICY 3453.1**

**STUDENT FEES**

Annually, the Board of Education and administration face the very difficult task of developing a budget which supports the goals of the Cherry Hill Public Schools and our commitment to a pre-eminent education and co-curricular programs, while recognizing the growing cost to local taxpayers. Co-curricular programs include athletics and other activities which students participate in that are supported by general education funds.

Our rich, diverse offering of co-curricular activities available to our students are considered an integral part of the middle and high school experience as well as an asset to the community. In order to continue to support the broad range of educational experiences, the Board of Education has determined that a fee must be implemented for students in grades 6-12.

The Board of Education will review this policy annually prior to the beginning of the school year and will receive the recommendations of the Superintendent or designee for both the annual fee for students as well as the maximum amount per family. Students eligible for free or reduced lunch are exempt, and other exemptions may be granted by the Superintendent or his/her designee for good cause. Non-exempt students who fail to pay the fee will be ineligible to participate in such co-curricular activities as are designated by the Superintendent and which receive funding from the general fund budget, until such time as the fee is paid. All fees must be paid prior to the first try-out or practice or the first organizational meeting for club or extra curricular activity.

<b><u>LegalReferences:</u></b>	<u>N.J.S.A.</u> 18A: 17-34	<i>Receipt and disposition of moneys</i>
	<u>N.J.S.A.</u> /8A:/9-/3	<i>Petty cash funds</i>
	<u>N.J.S.A.</u> /8A:/9-/4	<i>Funds derived from pupil activities</i>
	<u>N.J.S.A.</u> IBA:23-2	<i>Scope of audit</i>
	<u>N.J.A.C.</u> 6A:23A-/6.8	<i>Petty cash fund</i>
	<u>N.J.A.C.</u> 6A:23A-/6.12	<i>Student activity funds</i>

Approved: August 24, 2010  
Revised: January 25, 2011



# Cherry Hill Public Schools

Malberg Administration Building  
 45 Ranoldo Terrace, P.O. Box 5015  
 Cherry Hill, NJ 08034  
 (856) 429-5600  
 Fax (856) 354-1864

Pursuant to Policy 3453.1 Student Fees and Procedure F-10: Student Fees, the following Athletic and Extra-Curricular Activities will be subject to a one-time fee per school year. The single payment per student will enable the student to participate in multiple activities. Please contact your principal if you have a question related to Student Fees.

All Sports at the middle school and high school levels are subject to this fee.

## Middle School Level Activities:

Glee Club
Jazz Band or Ensemble
Peer Leadership
Newspaper
Drama

## High School Level Activities:

Belles of East	Chess Team	Fall Play/Show
<b>Brass</b> Ensemble	DECA	Lab Theater
Casual Harmony	Forensics	Mime
Celebrations	Mock Trial Team	One Act Play Festival
Chamber Singers	Literary Magazines	Photography Club
Color Guard	Newspaper	Sound Lighting Crew
Fermata	School News on Line	Spring Musical/Show
Glee Club	Web page	Stage Crew
Jazz Band or Ensemble	Yearbook	Theater Workshop
Lab <b>Band</b>		The Children's Show
Madrigal Singers		
Marching Band		
Men of Note		
Percussion Ensemble		
String Workshop		

**CHERRY HILL PUBLIC SCHOOL DISTRICT  
REQUEST FOR FEE WAIVER OR REDUCTION**

**IMPORTANT: COMPLETE BOTH SIDES OF THIS FORM  
AND SUBMIT IT TO YOUR CHILD'S SCHOOL**

Student Name(s) \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian Phone: (home) \_\_\_\_\_ (other): \_\_\_\_\_

**Check off the following where applicable:**

\_\_\_\_\_ I am requesting a waiver of the Cherry Hill School District's Student Activity Fee

I am requesting a waiver of the Mt. Misery program activity fee

\_\_\_\_\_ I am applying for reduced tuition at the Barclay Early Childhood Center  
Preschool Inclusion Program

Other (specify): \_\_\_\_\_

based on the fact that my household currently qualifies for and is receiving free or reduced price school meals according to Child Nutrition Program criteria.

\_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE)

DATE: \_\_\_\_\_

## SHARING INFORMATION WITH OTHER PROGRAMS

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Dear Parent/Guardian:

In order to grant your request to waive or reduce the fee or other cost for the program you checked off because your student receives a free or reduced lunch, the School District must have your permission to share this information with the school principal or the principal's designee. This will require using information contained on your Free or Reduced Lunch Application or the Direct Certification information the District receives from the State of New Jersey. Sending in this form will not change whether your children get free or reduced price meals. Please check off the applicable box or boxes below, complete the remainder of the form, and return to your child's school.

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Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application or Direct Certification information with my child's school and the Cherry Hill School District's business office for the purpose of waiving the District's Student Activity Fee.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application or Direct Certification information with my child's school and the Cherry Hill School District's business office for the purpose of waiving the Mt. Misery program activity fee.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application or Direct Certification information with the Barclay Early Childhood Center and the Cherry Hill School District's business office for the purpose of obtaining reduced tuition for the Barclay Preschool Inclusion Program.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application or Direct Certification information with \_\_\_\_\_ and the Cherry Hill School District's business office for the purpose of \_\_\_\_\_

If you checked yes to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: - - - - - School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ .Date: \_\_\_\_\_

Printed Name . . . . .

Address: \_ \_ \_ \_ \_

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*Return this form to the Building Principal at your child's school. If your children attend more than one school, you must submit a form to each school attended. For more information, you may call the Principal's office at your child's school.*

*CHERRY HILL PUBLIC SCHOOLS*  
*Cherry Hill, NJ*

STUDENT ACTIVITY FEE FORM

Please print the following information:

Student's Last Name	Student's First Name	Primary Activity	School	Grade
<b>Student Address:</b>				
<b>Parent/Guardian #1 email address:</b>			<b>Parent/Guardian # 2 email address:</b>	

Parent/Guardian signature: \_\_\_\_\_  
 Amount of Payment: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

High School Fee - \$80 per student  
 Middle School Fee - \$70 per student  
 Family Maximum Fee - \$150

**The fees are non-refundable.**  
 Please return this form to the **Guidance Office - "Student Activity Fee"**

If you choose to pay on line go to <http://www.cherryhill.k12.nj.us/payments/>. If you have children in both the Middle School and High School you must pay to the High School account for all children. There is a transaction fee (which is the responsibility of the parent) added to the cost of the activity fee when using this option.

We will continue to accept checks if you choose that method. Make checks payable to **"Cherry Hill Public Schools"**.

If you qualify for a family maximum fee (\$150) and have children in both Middle School and High School, please send one form and check to your child's High School and that High School will process the form and inform the Middle School of eligibility.

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*If you would like to make a contribution towards aid to students who cannot afford the activity fee, please check this box and add the amount to your check.*