

## **North Reading Public Schools**

### **User Fee Cap Program Overview**

The North Reading School Committee has authorized the implementation of a district-wide user fee universal cap for all North Reading families with student(s) participating in the following programs: athletics, extra-curricular clubs and activities, performing arts programs and busing. This program institutes a family annual user fee cap of **\$1,800** for these programs with School Committee approved fees. The cap will be reviewed on an annual basis. Families must complete the following application to be considered for the universal user fee cap and if approved will receive a break on the above applicable fees.

#### **Background of the Program**

The School Department undertook the processing of setting a universal user fee cap for the 2023-24 school year to be reviewed on an annual basis. The program goals are as follows:

1. Implement a universal user fee cap program for all North Reading families;
2. Allow families with children participating in multiple programs and services to have some level of financial assistance to not create a hardship or financial burden;
3. To not impact student participation in the athletic, extra-curricular and fine arts programs in the North Reading Public Schools;

#### **Process for Applying**

Applications are processed by the School Business Office as they are submitted. However, applications must be received **no later than May 1st of each school year**. The application is available online and copies are available at the School Business Office. Due to the volume of applications at peak registration period (April) it can take up to two weeks to have an application processed from start to final parental notification. Every effort is made to process these applications as quickly as possible.

The process for applying includes the following steps:

1. Complete the application include a breakdown of all fee's paid per child;
2. Submit completed fillable form to the School Business Office Attn: Sabita Pai, (spai@nrpsk12.org) 189 Park Street, Business Office, North Reading, MA 01864. Electronic copies sent via email are preferred.
3. Please include all proof of payment documentation including cancelled checks, proof of on-line payment with the application so these amounts can be easily verified by North Reading staff;
4. Determination and verification of application will be made by the School Business Office;
5. The School Business Office completes notification electronically by letter to the family and if the user fee cap is exceeded a refund for the difference will be issued during the month of May/June.
6. Applications are accepted on a rolling basis but must be sent no later than May 1<sup>st</sup> for consideration for the current academic school year. Once approved and verified a refund will be issued prior to June 30th.

#### **Free & Reduced Lunch Process**

Parents and guardians intending to apply and be considered for the free and reduced lunch program must complete that application with Rosaly MacKillop, in the School Business Office to be considered for applicable waiver or discounted fees which is separate from this process.