



All fees are documented on the student fee screen including late fees, fees covered by donations or scholarships, and fees that are waived.

### **Tuition Waivers**

Only students who receive a District 214 "fee waiver" (unrelated to the free/reduced lunch program) are eligible for waiver of camp tuition. Only the camp tuition is waived. All students must pay the registration fee and other camp fees (shirt, league, and "other").

Waived fees must be entered in the "Waived Fees" field in the "Student Fees" screen so that they are included in revenue and expenditure budget records.

### **Fee Donations/Scholarships**

Booster Clubs, etc., may donate funds or provide scholarships to offset the cost of summer camps. While such donations or scholarships do not reduce the documented camp fees for students, they reduce the total fee actually paid by students, i.e., the fee record shows that all of the camp fees were paid for each registered student.

Donations and Scholarships must be entered in the "Donation or Scholarship" field in the "Student Fees" layout so that they are included in revenue and expenditure budget records.

Donated and scholarship funds must be transferred/deposited to the school's SAP convenience account (670).

### **Refunds**

- All refunds must be approved and documented as such by the SAP Coordinator on the student fee screen in the registration database.
- All fees (including registration fee) are refunded if camp is canceled.
- All fees (except the Registration Fee) are refunded upon presentation of a signed doctor's note. The refund is prorated (by contact hour) based upon date of refund.
- There is no refund for absence due to vacations, etc.
- There is no refund after the passage of 1/2 of the scheduled contact hours of the camp.
- There is no refund for sessions canceled or time lost due to inclement weather.

### **Transportation**

School vehicles can be used for SAP related purposes with the approval of the school administration and in accord with district policies and procedures.

### **Cancellation Hotline**

- Each school will set up a cancellation/information hotline.

- The District 214 heat/humidity and lightning guidelines will be strictly enforced and followed.
- Sessions canceled due to bad weather will not be rescheduled.

### **Insurance**

Students are responsible for their own medical insurance coverage.

### **Accidents/Injuries**

If a participating student is injured, the incident should be reported as if the student is a visitor on school premises. All injuries must be reported to the head coach/sponsor and trainer (if on duty).

The head coach/sponsor must complete an accident report and submit it to the SAP Supervisor. The central office SAP Coordinator is informed of all accidents or injuries reported to the site SAP supervisor.

### **Employee Liability**

All approved SAP employees are covered by the district liability insurance while supervising SAP related activities that occur on or away from the school campus.