

# AAPS BOARD of EDUCATION (BOE) FEE EXEMPTION FORM

FOR

## AAPS COMMUNITY EDUCATION & RECREATION ACTIVITIES and CLASSES

Various employee group master agreements allow each member of covered employee bargaining units to take one or more Community Education & Recreation courses without paying the course registration fee.

Fees for supplies, materials, field trips, tickets to performances, SACC, SACC Summer Camp, Team Sport sponsor/player/team fees and co-sponsored classes/activities are **not** covered under this discount.

**CANCELLATION POLICY:** Cancellation requests must be made in writing (email: [cancel@aaps.k12.mi.us](mailto:cancel@aaps.k12.mi.us)) and received by the Community Education & Recreation office at least 3 days before the first class meeting. Classes cancelled by Rec & Ed will automatically be refunded and this discount will be available for another class during the same school year.

Course Name \_\_\_\_\_ Course ID# \_\_\_\_\_

Semester/Season \_\_\_\_\_ Course Fee \_\_\_\_\_

1) I am a member of the

- \_\_\_ AAEA ( 1 course per school year for at least .40 F.T.E teachers)
- \_\_\_ AAAA ( 1 course per school year)
- \_\_\_ ASCSA ( 1 course per semester (2 semesters per school year)
- \_\_\_ AAEA/P ( Paraprofessionals – 1 course per school year)
- \_\_\_ AAEA/OP – ( Secretaries – 1 course per semester (2 semesters per school year)
- \_\_\_ Designated Non-Union Personnel ( 1 course per semester (2 semesters per school year)

2) I will be under contract with the employee group checked above during the entire time frame of the course listed above.

3) The above course is the one and only course in which I am enrolled during this (school year / semester) without a fee under the terms and conditions of the applicable Master Agreement or contract and that I meet the F.T.E. qualification criteria.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
(Please print your Name)

\_\_\_\_\_  
Building where Employed

**NOTE:** This fee exemption form **MUST** be submitted **WITH** your registration form. Your registration cannot be processed until this form has been received. No discount will be issued to individuals who submit this form after their registration form has been processed.