



Board Agenda Item #	IV E: Action Item
Date:	May 12, 2022
To:	Magnolia Public Schools - Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Erdinc Acar, Chief Academic Officer William Gray, College & Career Readiness and TOSA Coordinator
RE:	Approval of MPS College Application Fee Policy

Proposed Board Recommendation

Staff recommends that the Magnolia Public Schools Board approves the College Application Fee Policy for all schools.

Background

Magnolia Public Schools (“MPS”) provides a college-preparatory educational program emphasizing science, technology, engineering, arts and math in a safe environment that cultivates respect for self and others. MPS believes that a student’s application for and acceptance into a variety of four-year college programs is the capstone of the MPS educational program.

Purpose:

The purpose of the policy is to close the opportunity gap that exists between families that qualify for free college applications due to their Adjusted Gross Income and those that do not but still lack the financial resources to pay for college application fees. This policy will allow all MPS high school seniors to apply to up to three public, four-year universities in California.

Scope: The scope of the policy is to ensure that all MPS seniors have the opportunity to apply to four-year universities to continue their education at a four-year institution. The reimbursements are limited to the California State University and University of California system applications because these institutions are transparent with their fees and application fee waivers, allowing for school sites to more accurately prepare their site budgets based on their student enrollment and demographic data.

The MPS Board of Directors (“Board”) has determined that supporting these school initiatives serves a direct and substantial public purpose by encouraging students to continue their education beyond high school to earn college degrees. The Board, therefore, authorizes the expenditure of funds for these programs as described in this policy.

Budget Impact: Schools will use appropriate funding sources and pre-allocate amounts based on estimated needs. Eligible seniors may be reimbursed \$210 for up to 3 application fee instances to campuses within the California State University or University of California systems (“CSU”, “UC”). Each school will determine allowable funding sources and budget accordingly for the expenses. The total projected costs for this policy is projected not to exceed \$12,000 per year and will cover the costs for students attending MSA-1, 2, 3, 4, 5 & MSA Santa Ana

Attachment:

MPS College Application Fee Policy

MAGNOLIA PUBLIC SCHOOLS COLLEGE APPLICATION FEE POLICY

Magnolia Public Schools (“MPS”) provides a college-preparatory educational program emphasizing science, technology, engineering, arts and math in a safe environment that cultivates respect for self and others. MPS believes that a student’s application for and acceptance into a variety of four-year college programs is the capstone of the MPS educational program. Thus, the Board of Directors of MPS hereby declares that students’ college applications are an essential component of the MPS educational program and, as such, any fees associated with such applications, as deemed necessary by MPS, must be paid by MPS. However, MPS also recognizes its responsibilities as a fiduciary of the public purse and, as such, must put in place safeguards to ensure public funds are not spent to benefit solely private interests. As such, reimbursement of college application fees, in the manner dictated by this Policy, shall not be considered a gift of public funds in violation of Section 6 of Article 16 of the California State Constitution.

Eligibility:

- **Student Need:** All high school seniors that are currently enrolled at a Magnolia Science Academy campus are eligible to receive up to \$210 reimbursement for up to 3 application fee instances to campuses within the California State University or University of California systems (“CSU”, “UC”).
 - **Note:** Students whose family Adjusted Gross Income makes them eligible for existing fee waivers provided by the CSU and UC system shall not be eligible for reimbursement as their application fees are already waived for up to 4 CSU and 4 UC campuses, per extant CSU & UC policy. MPS College Counselors shall support these students in receiving these fee waivers.
- **GPA:** Students shall have earned the Minimum Cumulative GPA and credits required to demonstrate eligibility to apply to the CSU or UC system, as outlined by those respective systems.
- **Deadlines:** The student and guardian(s) are responsible for submitting college applications and paying associated fees by the deadlines outlined by the CSU and UC systems.
- **Documentation:** The student and guardian(s) are responsible for obtaining the evidence required for verification of application fees paid on the “College Application Fee Reimbursement Form” in order to receive reimbursement.
 - Principals shall determine the documentation that is necessary for reimbursement in line with any applicable MPS fiscal policies. Documentation will need to include: evidence of application confirmation(s) and copies of detailed payment receipt will be required (ex: credit card receipt, check images from bank statements, etc)

Procedures:

- **Readiness:** The student must be on track to graduate from MPS and have demonstrated eligibility to apply to the CSU/UC campuses of their choosing.
- **Applications:** The student shall follow the instructions of their College Counselor to ensure the accuracy of their applications. Guardians shall pay for the application fees via CSU/UC procedures by the deadlines outlined by those institutions. Reimbursement shall only be issued after the student applies for admission and fees are paid.
- **Amount of Reimbursement:**
 - Students and guardians that are eligible may apply for reimbursement for up to \$210 to cover the costs of three CSU or UC applications.
 - Principals shall make the determination of the amount to be reimbursed based upon site availability of funds.
- **Source of Funds:** Principals shall make the determination as to the source of funds used for reimbursement. Possible funding sources include: ESSA funds, LCFF Funds, Title Funds, One-time grants, Gifts, Donations, etc.

Signatures and Dates:

I have read and I understand the terms of this policy and agree to all provisions set forth.

_____	_____	_____	_____
Student	Date	Parent/Guardian/Caregiver	Date

MAGNOLIA PUBLIC SCHOOLS
College Application Fee Reimbursement Form

Student Information:

Last Name: _____ First Name/MI: _____

Grade: _____ Date of Birth: _____ Cumulative GPA: _____

Application Number 1 Information:

College Name: _____ Date Applied: _____

Evidence of Application Attached? Circle: Yes No Verification Signature: _____

Application Number 2 Information:

College Name: _____ Date Applied: _____

Evidence of Application Attached? Circle: Yes No Verification Signature: _____

Application Number 3 Information:

College Name: _____ Date Applied: _____

Evidence of Application Attached? Circle: Yes No Verification Signature: _____

Notes: _____

Signatures:

Student Signature Date

Parent/Guardian/Caregiver Signature Date

Principal Approval:

Amount to be reimbursed: _____

Notes: _____

Principal Signature Date