



## #6015 - School Fees Policy

### 1. PURPOSE

- a. The Board of Education adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

### 2. POLICY

- a. A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school including for a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the Piute County School District Board of Education fee schedule.
- b. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, Piute County School District and each school shall limit student expenditures for Piute County School District and school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.
- c. A school shall provide notice to a parent of each student attending the school of all current fee schedules and the opportunity for fee waivers prior to the student being registered for a course, activity, or program to enable the parent and student to make an informed decision prior to committing to the student's enrollment or participation.
- d. A school shall provide an opportunity for a parent to apply to have one or more fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.
- e. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with Piute County School District policies and state law.

### 3. ESTABLISHING A FEE SCHEDULE

- a. **"Fee" means a charge, expense, deposit, rental, or payment:**
    - i. regardless of how it is termed, described, requested, or required directly or indirectly;
    - ii. in the form of money, goods, or services; and
    - iii. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by an LEA.
  - b. **"Fee" includes:**
    - i. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
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- ii. payments made to a third party that provides a part of a school activity, class, or program
  - iii. charges or expenditures for classroom:
    - 1. Textbooks;
    - 2. supplies; or
    - 3. materials;
  - iv. charges or expenditures for school activity clothing; and
  - v. a fine, other than a fine identified in the subsection below.
- c. "Fee" does not include:**
- i. a student fine specifically approved by the Board for:
    - 1. failing to return school property;
    - 2. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Section 53G-8-212; or
    - 3. improper use of school property, including a parking violation;
  - ii. a payment for school breakfast or lunch;
  - iii. a deposit that is:
    - 1. a pledge securing the return of school property that is refunded upon the return of the school property; or
    - 2. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program or
  - iv. Charges associated with a student's participation in a non-curricular club.
- d. Fee Setting Process**
- i. School and district administrators in consultation with stakeholders, will develop a proposed fee schedule and policies to submit to the Board.
- e. Board Approval of Fee Schedules and Policies.**
- i. The Board shall annually review the provisions of this policy.
  - ii. Fee schedules and policies for the Piute County School District shall be adopted by the Board on or before April 1st of each year in a regularly scheduled public meeting of the Board.
  - iii. Adoption of Piute County School District fee schedule may not be delegated to a community council, staff member, or any other advisory committee or group.
  - iv. Prior to adopting the annual fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.
  - v. Minutes of the Board meeting during which the fee and fee policies are adopted together with copies of the approved policy and fee schedule shall be kept on file and made available upon request as required by UCA 52-4-203.
  - vi. The Board may adopt amended fee schedules after April 1st.
- f. Fee Schedule Requirements**
- i. The Board's adopted fee schedule shall include:
    - 1. a specific amount for each fee;
    - 2. if a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class, or program;
    - 3. Beginning with the 2020-2021 school year:
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- a. a per student annual maximum aggregate fee amount that [LEA's] schools may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year;
  - b. a maximum fee amount per student for each activity;
  - c. a spend plan for the revenue collected from each fee charged. The spend plan for each fee charged should provide students, parents, and employees transparency by identifying the fee's funding uses. The fee's corresponding spend plan shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.
- ii. A fee listed on a school fee schedule is the maximum amount which may be charged per student for a class or school sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular or extra-curricular. The actual amount charged may be less.

#### **4. FEES FOR CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY**

##### **a. Elementary Schools**

- i. No fee may be charged in kindergarten through grade six for any regular school day activity including assemblies and field trips or for any snacks, materials, textbooks, instructional or school supplies, or fundraising such as "dress down days" except as provided in Subsection 2 below.
- ii. An elementary school or teacher may provide to a student's parent or guardian a suggested list of student supplies, as defined in this policy, for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, those supplies for student use. Such a list must include the following language:
  - 1. "Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school."

##### **b. Secondary Schools**

- i. Fees may be charged in connection with an activity, class, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day if the fee is on the Board approved fee schedule.
- ii. All fees are subject to the fee waiver provisions of this policy.
- iii. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.
- iv. A school may require a secondary student to provide student supplies as defined in this policy.
- v. Beginning in the 2022-2023 school year schools may not charge a fee for:
  - 1. a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
    - a. "Textbook" means instructional material necessary for participation in a course or program, regardless of the format of the material including:

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- i. books, printed materials, and consumable workbooks;
      - ii. computer hardware, software, or digital content; and
      - iii. cost of maintenance and replacement as a result of normal use.
    - b. "Textbook" does not include instructional equipment.
  - vi. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the LEAs fee schedule and are subject to fee waivers. Additionally, beginning with the 2022-23 school year, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and therefore shall be provided free of charge.
  - vii. 8. Schools may charge a fee for instructional equipment subject to fee waivers.
    - 1. "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.
    - 2. "Instructional equipment" includes course related tools or instruments.
  - viii. 9. Piute County School District may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.

#### **5. V. PROJECT RELATED COURSES**

- a. In project related courses, projects required for course completion shall be free to all elementary school students and included in the approved course fee and be waivable for secondary students.
- b. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.

#### **6. SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY**

- a. A. Fees may be charged in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:
  - i. participation in the activity is voluntary;
  - ii. the fee is on the Board approved fee schedule;
  - iii. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;
  - iv. the fee revenue is collected in compliance with Piute County School District financial policies;
  - v. fee revenue is expended in compliance with the spend plan;
  - vi. the fee is subject to the fee waiver requirements; and
  - vii. for elementary schools, the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day.

#### **7. NOTICE TO PARENTS**

- a. A. Each school shall annually publish the Board's approved fee schedule, including fee maximums, and fee waiver policies on the school's website in an easily accessible location.
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- b. The parent of each student shall be provided a copy of the fee schedule, fee waiver policies, and the school fee documents required by Utah Administrative Code R277-407-6 annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.
  - c. Upon request, the school shall provide printed copies of school fee schedules, waiver policies, and documents to a parent or guardian who is unable or chooses not to access them through the school or district website.

## **8. FEE WAIVERS**

### **a. General Fee Waiver Provisions**

- i. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
- ii. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or UAC R277-407.
- iii. A school is not required to waive a non-waivable charge.
- iv. To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers or other provisions in lieu of fee waivers.
- v. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.

### **b. Fee Waiver Eligible Charges**

- i. Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:
  - 1. An activity, class, or program that is:
    - a. primarily intended to serve school-age children; and
    - b. taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.
  - ii. An activity, class, or program that is explicitly or implicitly required:
    - 1. as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit.
  - iii. A concurrent enrollment, CTE, or AP course.
  - iv. Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.

### **c. Non-waivable Charges**

- i. Nonwaivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.
    - 1. Non-waivable charges include a personal discretionary charge or purchase for:
      - a. insurance, unless the insurance is required for a student to participate in an activity, class, or program;
      - b. college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and
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- c. a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.
  2. Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
    - a. tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
    - b. a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs;
    - c. a charge for a school breakfast or lunch;
    - d. a fine for improper use of school property, including a parking violation; or
    - e. a fine for replacement of damaged or lost school property in accordance with Utah Code Ann. §53G-8-212.
      - i. If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.
      - ii. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.

**d. Fee Waiver Administrator**

- i. Unless otherwise directed by the school board or superintendent the principal in each school shall act as the "Fee Waiver Administrator." The Fee Waiver Administrator shall:
  1. be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
  2. work in an appropriate setting to facilitate confidential conversations and documents.
- ii. The Fee Waiver Administrator shall be responsible to:
  1. review fee waiver applications and verification documents;
  2. grant or deny fee waiver requests;
  3. report fee waiver information.
- iii. A student may not assist in the fee waiver approval process.

**e. Fee Waiver Application Process**

- i. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
  - ii. The application for fee waiver shall be included on each school or district website.
  - iii. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
  - iv. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.
  - v. A family having more than one student enrolled in Piute County School District may submit one application which will determine eligibility for fee waivers for all students in the family. The application for fee waiver must be submitted to the school at which the oldest student
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- is enrolled and clearly identify the names, grade levels, and schools of attendance of the other students in the family.
- vi. Once granted a fee waiver lasts for the duration of the school year in which it was granted or circumstances of the family change.
  - vii. If a student or their family experiences a change of financial circumstances so that the waiver eligibility no longer exists or that the eligibility does exist, the Fee Waiver Administrator at the student's school of enrollment may charge or waive a proportional share of the fees for a reduced fee for the remainder of the fee waiver period.
- f. Fee Waiver Eligibility Verification**
- i. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:
    1. The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
      - a. these levels are set to correspond to the income levels for the federal free lunch program and may be found at [schools.utah.gov/schoolfees](https://schools.utah.gov/schoolfees) on the fee waiver application form;
      - b. all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
    2. The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
    3. The student's family receives Temporary Assistance for Needy Families (TANF) and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.
    4. The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
  - ii. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.
    1. A Fee Waiver Administrator may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee.
    2. An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.
    3. Verification may be collected as appropriate for the situation.
- g. Notification of Eligibility**
- i. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.
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- ii. The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:
    - 1. That the student's eligibility was verified;
    - 2. The name and position of the person who reviewed the verification documents;
    - 3. The date it was verified; and
    - 4. The type of documentation used to verify eligibility.
  - iii. 3. The Fee Waiver Administrator shall maintain documentation of the following:
    - 1. The school year the request was submitted;
    - 2. The type and amount of fees requested to be waived;
    - 3. Whether the request was approved or denied;
    - 4. If approved, the type and amount of fees which were waived.
  - iv. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.
  - v. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.

**h. Appeal of Fee Waiver Denial**

- i. If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial, to the superintendent.

**9. COLLECTION OF SCHOOL FEES**

- a. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.
- b. A student may not collect or receive student fees from other students or parents.
- c. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
  - i. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or Piute County School District;
  - ii. refuse to issue a course grade; or
  - iii. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.
- d. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.
- e. A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.
- f. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with 53G-8-212(2)(a).

**10. TRAINING**

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- a. The superintendent shall provide for annual training of school fee administrators and school employees on fee related policies enacted by the Board specific to each employee's job function.

## **11. DEFINITIONS**

- a. See [Utah Administrative Code R277-407 – School Fees](#)

## **12. REFERENCES**

- [Utah Code Ann. §53G-6-402\(5\) – Open enrollment options – processing fee.](#)
- [Utah Code Ann. §53G-6-604 – Requirement of school record for transfer of student.](#)
- [Utah Code Ann. §53G-8-212 – Defacing or damaging school property – Student's liability – Work program alternative.](#)
- [Utah Code Ann. Title 53G, Chapter 7, Part 5 – Student Fees](#)
- [Utah Code Ann. Title 53G, Chapter 7, Part 6 – Textbook Fees](#)
- [Utah Code Ann. Title 53G, Chapter 7, Part 7 – Student Clubs](#)
- [Utah Code Ann. Title 53G, Chapter 7, Part 8 – School Uniforms](#)
- [Utah Administrative Code R277-113 – LEA Fiscal and Auditing Policies Part 7 – School Sponsored Activities](#)
- [Utah Administrative Code R277-407 – School Fees](#)
- [Utah Administrative Code R277-713 – Concurrent Enrollment of High School Students in College Courses. Permanent Injunction Civil No. 920903376](#)

## **13. FORMS**

- [Fee Waiver Forms \(Link to USOE School Fee Forms Page\)](#)
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