

USBE SCHOOL FEES MODEL POLICY

This model policy is intended to include provisions that are mandatory under state law and administrative rule along with suggested best practices. LEAs may modify these policies and procedures to better adapt to the current environment of each specific LEA so long as the modifications meet the requirements of state law and administrative rule.

Guide:

- Text between brackets (i.e. [LEA]) must be replaced with appropriate text by the LEA seeking to adapt the model policy.
- The term “Board” refers to the LEA governing board.
- Text within a text box informs an LEA of discretionary provisions which the LEA must consider and adapt to their own needs.

Contents

I. PURPOSE	2
II. POLICY	2
III. ESTABLISHING A FEE SCHEDULE	2
A. Definition of a “Fee”	2
B. Fee Setting Process	3
C. Board Approval of Fee Schedules and Policies	4
D. Fee Schedule Requirements	5
IV. FEES FOR CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY	6
A. Elementary Schools	6
B. Secondary Schools	6
V. PROJECT RELATED COURSES	7
VI. SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY	7
VII. NOTICE TO PARENTS	8
VIII. FEE WAIVERS	8
A. General Fee Waiver Provisions	8
B. Fee Waiver Eligible Charges	9
C. Non-waivable Charges	10
D. Fee Waiver Administrator	11
E. Fee Waiver Application Process	12
F. Fee Waiver Eligibility Verification	13
G. Notification of Eligibility	14
H. Appeal of Fee Waiver Denial	14
IX. ALTERNATIVES TO WAIVERS (Service in Lieu of Waivers)	15
X. COLLECTION OF SCHOOL FEES	15
XI. FUNDRAISING	16
XII. DONATIONS IN LIEU OF FEES	16
XIII. SCHOOL REPORTING REQUIREMENTS	17
XIV. TRAINING	17
XV. DEFINITIONS	17
REFERENCES	20

I. PURPOSE

The [LEA governing board] 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.

II. 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 [LEA governing board] fee schedule.
- B. To preserve equal opportunity for all students and to limit the diversion of money and school and staff resources from the basic school program, [LEA] and each school shall limit student expenditures for [LEA] 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 the parent of each student attending the school of all current fee schedules and the opportunity for fee waivers before the student is registered for a course, activity, or program to enable the parent and student to make an informed decision before committing to the student's enrollment or participation.
- D. A school shall provide an opportunity for a parent to apply to have 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 [LEA] policies and state law.

III. ESTABLISHING A FEE SCHEDULE

A. Definition of a "Fee"

- 1. "Fee" means a charge, expense, deposit, rental, or payment regardless of how it is termed, described, requested, or required directly or indirectly;
- 2. in the form of money, goods, or services; and
- 3. 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. "Fee" includes money or something of monetary value raised by a student or the student's family through fundraising;
- 4. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
- 5. payments made to a third party that provides a part of a school activity, class, or program.
- 6. charges or expenditures for the classroom:
 - a. textbooks;

- b. supplies; or
- c. materials;
- 7. charges or expenditures for school activity clothing; and
- 8. a fine, other than a fine identified in the subsection below.

“Fee” does not include:

- 9. a student fine specifically approved by the Board for:
 - a. failing to return school property;
 - b. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Utah Code Ann. §53G-8-212; or
 - c. improper use of school property, including a parking violation;
- 10. payment for school breakfast or lunch;
- 11. a deposit that is:
 - a. a pledge securing the return of school property that is refunded upon the return of the school property; or
 - b. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program or
- 12. Charges associated with a student’s participation in a non-curricular club.

B. Fee Setting Process

- 1. [LEA], in consultation with stakeholders, will develop a proposed fee schedule and policies to submit to the Board.

LEA DISCRETION – FEE SETTING PROCESS

Fee Setting Process

Each LEA is required to establish a “fee-setting process.” The policy may but is not required to include the process for the development of a proposed fee schedule for board consideration. LEAs may use a committee process to formulate recommendations for the board. Other LEAs use administrative staff to collect information and formulate recommendations to the board. Regardless of whether the process is included in the policy itself a standardized process must be established and consistently used.

In developing a proposed fee schedule for board consideration, the following factors may be considered. A board may incorporate the factors into the policy or the procedural process as it sees fit. If placed in policy, language may read:

When determining a fee proposal for Board approval, staff may consider the following factors:

- a) the school’s cost to provide the activity, class, or program;
- b) the school’s student enrollment;
- c) the median income of families:
 - within the school’s boundary; or
 - enrolled in the school;
- d) the number and monetary amount of fee waivers, designated by individual fees, annually granted within the prior three years;
- e) the historical participation and school interest in certain activities;
- f) the prior year fee schedule;
- g) the amount of revenue collected from each fee in the prior year;
- h) fund-raising capacity;
- i) prior year community donors; and
- j) other resources available, including through donations and fundraising.

The policy may allow for a fee schedule which is identical for each type of school in the LEA (elementary, middle, and high school), or may propose fees customized to the needs of each individual school. Regardless of which format is used, all school fee schedules must be approved by the governing board.

C. Board Approval of Fee Schedules and Policies.

- 1. The Board shall annually review and adopt the provisions of this policy.
- 2. Fee schedules and policies for the [LEA] shall be adopted by the Board on or before April 1st of each year in a regularly scheduled public meeting of the Board.
- 3. Adoption of [LEA] fee schedule may not be delegated to a community council, staff member, or any other advisory committee or group.
- 4. Before 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.
- 5. The Board shall provide notice of the meetings:
 - a) to the public in accordance with the Utah Open and Public Meetings Act; and
 - b) to parents and students using the same form of communication regularly used by the [LEA] to communicate with parents, including notice by e-mail, text, flyer, or phone call.
- 6. 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.

7. The Board may adopt amended fee schedules after the April 1st date following the same approval process used for the original fee schedule.

D. Fee Schedule Requirements

1. The Board’s adopted fee schedule shall include:
 - a) a specific amount for each fee;
 - b) 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;
 - c) 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;
 - d) a maximum fee amount per student for each activity;
 - e) 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.
 - f) easily understandable statement informing parents that a student may be eligible to have fees waived and may appeal the LEA's decision if the lea denies a request for a fee waiver.

CONSIDERATIONS IN SETTING MAXIMUM FEES

While LEAs are given wide latitude in setting fee maximums, maximums should be set to protect students and families from unreasonable expenditures to participate in classes, activities, or programs. Fee waivers cannot be funded by school fees. Waivers must be funded through unrestricted State revenues or other unrestricted local revenues.

2. The amount of revenue raised by a student through voluntary individual fundraisers or required group fundraisers shall be included as part of the maximum fee amount per student for the activity and the maximum total aggregate fee amount per student.
3. Students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers.
 - a. Schools may notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.
4. A fee shall be equal to or less than the expense incurred by the [LEA] or school to provide for a student activity, course, or program.
 - a. In calculating the expense incurred by the [LEA] or school, the cost of providing fee waivers to fee waiver-eligible students may not be considered.

5. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
6. A fee listed on a school fee schedule is the maximum amount that 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.

IV. FEES FOR CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY

A. Elementary Schools

1. No fee may be charged in kindergarten through grade six for any regular school day activity including assemblies and field trips or any snacks, materials, textbooks, instructional or school supplies, or fundraising such as “dress down days” except as provided in Subsection 2 below.
2. 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, voluntarily, those supplies for student use. Such a list must include the following language as required by Utah Code 53G-7-503(2)(c):
“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.”
3. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.

LEA DISCRETION – SIXTH GRADE IN SECONDARY SCHOOLS

LEAs structured to include grade 6 in a secondary schools must incorporate the language of R277-407-3(3) to include those students in the secondary fee process.

A school may not charge fees for grade six unless the school follows a secondary model of delivering instruction to the school's grade six students.

If a school charges fees to students in grade six, the school shall annually provide notice to parents that the school will collect fees from grade six students and that the fees are subject to waiver.

B. Secondary Schools

1. 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.
2. All fees are subject to the fee waiver provisions of this policy.
3. 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.
4. A school may require a secondary student to provide student supplies as defined in

this policy. Student supplies are subject to fee waivers as required by R277-407-8 and R277-407-3(7).

5. If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint, the cost of the special shoes or items of clothing is considered a fee, and subject to fee waiver.
6. Schools **may not charge a fee** for textbooks:
 - a) A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
 - (1) "Textbook" means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material including:
 - (a) books, printed materials, and consumable workbooks;
 - (b) computer hardware, software, or digital content; and
 - (c) maintenance cost of school equipment.

"Textbook" does not include instructional equipment or instructional supplies.

7. 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, 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.
8. Schools **may charge a fee** for instructional equipment or instructional supplies, which are subject to fee waivers.
 - a) "Instructional equipment" means a course related tool or instrument required for a student to use as part of a secondary course that typically becomes the property of the student upon exiting the course.
 - b) "Instructional supply" means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school.

V. PROJECT RELATED COURSES

- A. In project related courses, projects required for course completion shall be included in the approved course fee and be subject to fee waivers 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 a fee waiver.
- C. A school shall avoid allowing high-cost additional projects, particularly if authorization of additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high-cost project.
- D. A school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

VI. SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

- A. Fees may be charged in connection with any school-sponsored program or activity, which does not take place during the regular school day, regardless of the age or grade level of the student, if:
 - 1. participation in the activity is voluntary;
 - 2. the fee is on the Board approved fee schedule;
 - 3. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;
 - 4. the fee revenue is collected in compliance with [LEA] financial policies;
 - 5. fee revenue is expended in compliance with the spend plan;
 - 6. the fee is subject to the fee waiver requirements; and
 - 7. 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.
- B. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

VII. NOTICE TO PARENTS

- A. Each school shall annually publish the Board's approved fee schedule, fee waiver policies, fee waiver application, fee waiver decision and appeals form, and school fee notice for families on each of the school's publicly available websites.
- B. The parent of each student shall be provided a copy of the fee schedule, and fee waiver policies 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 [LEA] or school website.
- D. If more than 20% of the student or parent population of [LEA] uses a single language other than English as their first language, [LEA] will publish the fee schedule and fee waiver policies in the language of those families.
- E. The administrator of a school shall make arrangements for a school or [LEA] representative to meet personally with each student's parent or family and make available an interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and [LEA] has not published the information in the parent's first language.

VIII. FEE WAIVERS

A. General Fee Waiver Provisions

- 1. "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.
- 2. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or UAC R277-407.

3. A school is not required to waive a non-waivable charge.
4. 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.
5. The process for obtaining a fee waiver, pursuing an alternative to a fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
6. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.
7. Suspends any requirement to pay a fee during the period the fee waiver eligibility is under consideration or during which an appeal of denial of a fee waiver is in process.

B. Fee Waiver Eligible Charges

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.
2. An activity, class, or program that is explicitly or implicitly required:
 - a) 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; or
 - b) as a condition to participate in a school activity, class, program, or team, including, a requirement for a student to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.
3. An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee's official capacity.
4. Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by [LEA] or a school including:
 - a) athletic competitions;
 - b) music or theater program performances; and
 - c) parent-teacher organization activities.

LEA DISCRETION – CONFIDENTIALLY WAIVING ADMISSION FEES

LEAs have multiple options for compliance with this requirement. Two examples are:

1. Using activity cards for students to enter school activities and events. By including the cost of activities in a student activity fee and issuing activity cards to be used for entrance at all school activities and events, students receiving a waiver of the activity fee would still receive an activity card and be granted entrance in the same manner as other students.
2. Pre-selling tickets to events from the main office. Students on fee waiver would have the opportunity to obtain free tickets from the office allowing them entrance to the event without having to disclose fee waiver eligibility to the gate attendant.

5. An activity or program where full participation in the activity or program includes:
 - a) travel for state or national educational experiences or competitions;
 - b) debate camps or competitions; or
 - c) music camps or competitions.
6. A concurrent enrollment, CTE, or AP course.
7. Activity clothing required to be worn by a student when participating as a club, school group, or team such as matching jackets, hoodies, t-shirts, or other like clothing.
8. Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.

C. Non-waivable Charges

Non-waivable 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
 - c) a personal consumable item such as a yearbook, class ring, varsity athlete 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, or program, which meets the criteria of a noncurricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs;
 - c) a charge for 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.
 - (1) 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.
 - (2) No fine may be assessed for damages which may be attributed to normal wear and tear.

LEA DISCRETION – SCHOOL UNIFORMS

LEAs that require students to wear uniforms or allow schools within the LEA to require students to wear uniforms must include provisions to address the fee waiver eligibility of school uniforms.

Uniforms are not a school fee, nor are they fee waiver eligible. However, under state law, if a uniform is expensive or prescriptive, it becomes a fee and fee waiver eligible. What is “expensive” may vary from school to school. The LEA developing a uniform policy should communicate with their community to determine if the proposed uniforms are expensive for their community. A school uniform is defined in Utah Code Ann. §53G-7-501 as:

- (9)(a) “School uniform” means special shoes or an item of clothing:
 - (i)(A) that meet specific requirements, including a requested specific color, style, fabric, or imprint; and
 - (B) that a school requires a student to provide; and
 - (ii) that is worn by a student for a curricular activity.
- (b) “School uniform” does not include school activity clothing.

D. Fee Waiver Administrator

1. The [principal or school director] in each school shall designate at least one person at the appropriate administrative level to function as the “Fee Waiver Administrator.” The designated individual shall:
 - a) be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
 - b) work in an appropriate setting to facilitate confidential conversations and documents.
2. The Fee Waiver Administrator shall be responsible to:
 - a) review fee waiver applications and verification documents;
 - b) grant or deny fee waiver requests;
 - c) compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and
 - d) report fee waiver information.
3. The Fee Waiver Administrator’s contact information will be available on the school’s website with other school fee information and in student registration materials.

4. A student may not assist in the fee waiver approval process.

LEA DISCRETION – APPLICATION PROCESS DETAIL

Single Application for Entire Family

To reduce the overall burden on individual schools, families, and Fee Waiver Administrators, procedures can be designed to accept one application per family for all schools within the LEA. For example:

- A family having more than one student enrolled in the [LEA’s] school may submit one application which will determine eligibility for fee waivers for all students in the family. The application for a fee waiver must be submitted to the school at which the oldest student is enrolled and clearly identify the names, grade levels, and schools of attendance of the other students in the family.

Duration of Fee Waiver

LEA policy should identify how long a fee waiver, once granted, will apply. If a student must reapply annually, the policy should clearly state this.

- A student must reapply for a fee waiver each school year. OR
- Once granted a fee waiver lasts for the duration of the school year in which it was granted or the circumstances of the family change. OR
- A student need not reapply for a fee waiver so long as the periodic submission of verification documentation required in Subsection ____ confirms ongoing eligibility.

Application Deadlines

Students may enroll in a school anytime during the school year. Additionally, family financial circumstances may change at any time. Because of this, it is recommended that fee waiver applications be accepted and considered throughout the school year and that policies not contain a fee waiver application deadline.

Change of Circumstances

LEAs may provide a method for addressing changes in circumstances during the school year. Example language:

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.

E. Fee Waiver Application Process

1. 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.
2. The application for a fee waiver shall be included on each school’s website.
3. The fee waiver request process shall have no visible indicators that could lead to the identification of fee waiver applicants.
4. 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.

F. Fee Waiver Eligibility Verification

1. 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:
 - a) 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:
 - (1) 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 on the fee waiver application form;
 - (2) all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation, and child support payments.

LEA DISCRETION – OPTIONAL VERIFICATION METHOD

Free Lunch Qualification

The LEA must seek written consent from the parent or guardian to use the information provided on the Child Nutrition Program application. An LEA may use free lunch eligibility IF parental consent is given to share this information between programs. (Also see Fee Waiver Eligibility: Sharing Eligibility Information Guidance Document on the USBE School Fees Website). A disclosure request form should be included with the free lunch application. This disclosure informs the parents of the following:

- 1) they are not required to consent to the disclosure;
- 2) the information will be used to facilitate the enrollment of eligible children for fee waivers; and
- 3) the decision to disclose or not disclose will not affect their children’s eligibility for free and reduced-price meals or free milk.

An LEA must inform the adult household member who signed the application if the LEA plans to disclose or use eligibility information outside the originating program. This may be done by issuing a general notification of potential disclosure or through a specific notification to disclose information to a program [7 CFR 245.6(h)(2)(i)].

- b) The student receives Supplemental Security Income (SSI), and the parent provides benefit verification documents from the Social Security Administration.
- c) The student’s family receives Supplemental Nutrition Assistance Program (SNAP), or 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.
- d) 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.

- e) The student is designated as McKinney-Vento by the LEAs liaison. Consistent with the McKinney-Vento Act, Title VII, Subtitle B, any student designated McKinney-Vento by the LEA liaison will not require further documentation.
- 2. A school shall ensure that a fee waiver or other provision in lieu of a fee waiver is available to any student whose parent is unable to pay.
 - a) 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.
 - b) 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 a fee waiver.
 - c) Verification may be collected as appropriate for the situation.

G. Notification of Eligibility

- 1. 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.
- 2. The Fee Waiver Administrator shall retain the fee waiver application but shall not retain copies of the required fee waiver verification documents but will keep the following information as a log or record:
 - a) The school year the request was submitted;
 - b) Whether the request was approved or denied;
 - c) The date it was approved or denied;
 - d) The name and position of the person who reviewed the application; and
 - e) The type of documentation used to verify eligibility.
- 3. 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.
 - a) 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 school’s appeal process.

H. Appeal of Fee Waiver Denial

LEA DISCRETION – APPEAL PROCESS

LEAs must establish a timely appeals process which includes the opportunity to appeal to the LEA or its designee. It may be a single appeal level or multiple levels depending on the size of the LEA. An example may be:

- a. A student or the student’s parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to [the principal] (should be an administrator serving at a level higher than the Fee Waiver Administrator who was not a party to the original decision) within [10] school days of receiving notice of denial.
- b. The school shall contact the parent within [two (2) weeks] after receiving the appeal and schedule a meeting with the principal to discuss the parent’s concerns.
- c. 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 [LEA superintendent].

IX. ALTERNATIVES TO WAIVERS (Service in Lieu of Waivers)

LEA DISCRETION – ALTERNATIVES IN LIEU OF FEE WAIVER

An LEA may, but is not required, to offer alternatives to waivers. When electing to offer alternatives, the policy must include provisions governing waiver alternatives. Guidance can be found in USBE school fees materials as well as in Utah Code and Utah Administrative Rule.

X. 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, because of unpaid fees:
 - 1. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or [LEA] during the regular school day;
 - 2. refuse to issue a course grade; or
 - 3. 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 Utah Code 53G-8-212(2)(a).

- G.** Notwithstanding Subsection F, a school may not withhold any records required for student enrollment or placement in a subsequent K-12 school.

LEA DISCRETION – GRADUATION CEREMONY & UNPAID FEES

Since courts have held that the property interest that a student acquires when completing their public education is in the diploma and not in participation in the graduation ceremony, an LEA may adopt a provision in the policy that allows a school to exclude a student with unpaid fees from the graduation ceremony if:

- graduation ceremonies are not part of a regular school day activity; and
- the student and parent have received notice of anticipated exclusion (3 documented notifications with reasonable time for response suggested).

XI. FUNDRAISING

(UAC R277-407-10(1) and R277-113 require every LEA governing board to establish a fundraising policy)

- A.** Any fundraising activity must be approved and conducted in accordance with [LEA] Fund Raising Policy.
1. A school may not authorize, establish, or allow for required individual fundraising.
 2. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student’s fees.
 3. A school may allow for group fundraisers.
- B.** A school shall not deny a student membership on a team or group, based on the student’s non-participation in a fundraiser.
- C.** Schools seeking to use alternative methods of raising revenue must comply with [LEA] Fundraising Policy and UAC R277-113.

XII. DONATIONS IN LIEU OF FEES.

- A.** A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school or [LEA] and receipt of the donation will not affect participation by an individual student.
- B.** A donation is a fee if a student or parent is required to donate as a condition of the student's participation in an activity, class, or program.
- C.** [LEA] level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.
- D.** [LEA] may raise money to offset the cost to [LEA] attributed to fee waivers granted to students through the [LEA foundation].
- E.** [LEA] shall direct donations provided to the [LEA] through the [LEA foundation] in accordance with policies governing the [LEA foundation].
- F.** If [LEA] or a school accepts a donation, [LEA] shall prevent potential inequities in schools within

the LEA when distributing the donation.

XIII. SCHOOL REPORTING REQUIREMENTS

- A. An LEA shall follow the general accounting standards described in Rule R277-113 for the treatment of fee revenue.
- B. Each school shall maintain records and submit documentation to [LEA staff] annually, a summary of:
 - 1. the number of students in the given fee waivers;
 - 2. the number of students who worked in lieu of a waiver;
 - 3. the number of students denied fee waivers; and
 - 4. the total dollar value of student fees waived by the school;

XIV. TRAINING

[LEA superintendent] shall provide for annual training of [LEA] and school employees on fee related policies enacted by the Board specific to each employee's job function.

XV. DEFINITIONS

Definitions applicable to this policy are intended to be consistent with UCA 53G-7-501 and UAC R277-407. In the case of a discrepancy, the Utah Code shall prevail.

- A. "Co-curricular activity" means an activity, course, or program, that:
 - Is an extension of a curricular activity;
 - Is included in an instructional plan and supervised or conducted by a teacher or education professional;
 - Is conducted outside of regular school hours;
 - Is provided, sponsored, or supported by the LEA; and
 - Includes a required regular school day activity, course, or program.
- B. "Curricular activity" means an activity, a course, or a program that is:
 - Intended to deliver instruction;
 - provided, sponsored, or supported by an LEA; and
 - conducted only during school hours.
- C. "Extracurricular activity" means an activity, course, or program that is:
 - Not directly related to delivering instruction;
 - Not a curricular or co-curricular activity; and
 - Is provided, sponsored, or supported by an LEA.
- D. "Fee" means something of monetary value requested or required by an LEA as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school. "Fee" includes money or something of monetary value raised by a student or the student's family through fundraising.
- E. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:
 - provide financial support to a school or any of the school's classes, groups, teams, or programs; or
 - benefit a particular charity or for other charitable purposes. "Fundraiser," "fundraising," or "fundraising activity" may include:

- the sale of goods or services;
 - the solicitation of monetary contributions from individuals or businesses; or
 - other lawful means or methods that use students to generate funds.
 - "Fundraiser," "fundraising," or "fundraising activity" **does not** include an alternative method of raising revenue without students.
- F. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the benefit of the group, team, or organization.
- G. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- H. "Instructional equipment" means an activity, course, or program-related tool or instrument that:
- is required for a student to use as part of an activity, course, or program in a secondary school;
 - typically becomes the property of the student upon exiting the activity, course, or program; and
- "Instructional equipment" includes:
- shears or styling tools;
 - a band instrument;
 - a camera;
 - a stethoscope; and
 - sports equipment, including a bat, mitt, or tennis racket. "Instructional equipment" does not include school equipment.
- I. "Instructional supply" means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school. "Instructional supply" includes:
- prescriptive footwear;
 - brushes or other art supplies, including clay, paint, or art canvas;
 - wood for wood shop;
 - Legos for Lego robotics;
 - film; and
 - filament used for 3D printing.
- J. "Maintenance of school equipment" means a cost, payment, or expenditure related to storing, repairing, or keeping school equipment in good working condition.
- "Maintenance of school equipment" **does not** include the cost related to end-of-life replacement.
- K. "Noncurricular club" is a student-initiated group that may be authorized and allowed school facilities use during noninstructional time in secondary schools. See UCA 53G- 7-701 Student Clubs.
- L. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
- is authorized by an LEA or school, according to local education board policy; or
 - satisfies at least one of the following conditions:
 - is managed or supervised by an LEA or school, or an LEA or school employee in the employee's school employment capacity;
 - uses, more than inconsequentially, the LEA or school's facilities, equipment, or other school resources; or
 - is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.
- "Provided, sponsored, or supported by a school" **does not** include an activity, class, or program

that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

- M.** "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment. "Provision in lieu of fee waiver" **does not** include a plan under which fees are paid in installments or under some other delayed payment arrangement.
- N.** "Requested or required by an LEA as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
- fully participate in school or in a school activity, class, or program;
 - successfully complete a school class for the highest grade; or
 - avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
 - peer pressure, shaming, stigmatizing, bullying, or the like; or
 - withholding or curtailing any privilege that is otherwise provided to any other student.
- O.** "School equipment" means a durable school-owned machine, equipment, or tool used by a student as part of an activity, course, or program in a secondary school. "School equipment" includes a saw or 3D printer.
- P.** "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested, or required directly or indirectly, in the form of money, goods, or services. "Something of monetary value" includes:
- charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
 - payments made to a third party that provide a part of a school activity, class, or program;
 - classroom supplies or materials; and
 - a fine, except for a student fine specifically approved by an LEA for:
 - failing to return school property;
 - losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
 - improper use of school property, including a parking violation.
- "Something of monetary value" **does not** include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.
- Q.** "Student supplies" means items that are the personal property of a student which, although used in the instructional process, are also commonly purchased, and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities. "Student supplies" include:
- pencils;
 - paper;
 - notebooks;
 - crayons;
 - scissors;
 - basic clothing for healthy lifestyle classes; and
 - similar personal or consumable items over which a student retains ownership.
- "Student supplies" **does not** include items listed in Subsection (Q) if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint to create a uniform appearance not related to basic function.
- R.** "Supplemental Nutrition Assistance Program" or "SNAP" means a program, formerly known as food stamps, which provides nutrition benefits to supplement the food budget of low-income

- families through the Utah Department of Workforce Services.
- S. "Supplemental Security Income for Children with Disabilities" or "SSI" means a benefit administered through the Social Security Administration that provides payments for qualified children with disabilities in low-income families.
- T. "Temporary Assistance for Needy Families" or "TANF," means a program, formerly known as AFDC, which provides monthly cash assistance and food stamps to low-income families with children under age 18 through the Utah Department of Workforce Services.
- U. "Textbook" means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material. "Textbook" includes:
- hard copy book or printed pages of instructional material, including a consumable workbook;
 - computer hardware, software, or digital content; and
 - the maintenance costs of school equipment. "Textbook" does not include:
 - instructional equipment; or
 - instructional supplies.
- V. "Waiver" means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.

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. 53G-7-5](#) – Student Fees

[Utah Code Ann. 53G-7-6](#) – Textbook Fees

[Utah Code Ann. 53G-7-7](#) – Student Clubs

[Utah Code Ann. 53G-7-8](#) – School Uniforms

[Utah Administrative Code R277-113](#) – LEA Fiscal and Auditing Policies

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

[Utah Administrative Code R277-701](#) – Early College Programs

USBE FORMS

[Fee Waiver Forms](#) (Link to USBE School Fee Forms Page)