

**Fiscal year**  
*The 365-day period from July 1 to June 30.*

**Aggregate clock hours of attendance**  
*The sum of all contact hours for all students during a fiscal year.*

**Fee**  
*Any charge, deposit, rental, or other mandatory payment.*

**Tuition**  
*A charge levied for educational services.*

# SECTION 7

## FINANCIAL ACCOUNTABILITY

### State Rules

A fee means any charge, deposit, rental, or other mandatory payment however designated, whether in the form of money or goods. (Board Rule R277-733-1 M)

Board Rule:

“All fees are subject to approval by the local school board of education” (Board Rule R277-733-9 B).

Board Rule:

“Fees may be charged for consumable and non-consumable items necessary for adult high school courses, courses that satisfy requirements outlined in R277-733-9 F and consistent with R277-733-1 D-E, and R277-733-1 H.”

Tuition: “base cost of an adult education program providing services to the adult education student.” (Board Rule R277-733-1 X)

Board Rule:

“Tuition and fees may be charged for ESOL, ABE, or AHSC courses in an amount not to exceed \$100 annually per student based on the student’s ability to pay as determined by federal free and reduced lunch guidelines, under the Richard B. Russell National School Lunch Act, 42, USC 1751, et seq. The appropriate student fees and tuition shall be determined by the local school board or for CBO’s, a board of trustees.” (Board Rule R277-733-9 B)

The district superintendent may declare a fee waiver for students meeting certain income guidelines.

Utah law requires that individuals who do not meet the criteria or eligibility to participate in adult education programs in Section A be charged tuition equal to that of a nearby college (includes applied technical colleges) or university or have the cost of their education paid for by the K–12 system (Utah Code 53A-15-404 2).

### Federal Rules

Programs (school districts and/or other nonprofit eligible providers) receiving federal Adult Education and Family Literacy Act (AEFLA) funds may charge reasonable and necessary tuition or fees to be used specifically to provide additional adult education and literacy services that the program would otherwise be unable to provide. 34 CFR 80.25 allows for State grantees of AEFLA awards to earn program income. Subsection 80.25(b) defined program income as stated. Collected fees and tuition must be used to assist adult students in becoming literate, obtaining knowledge and skills necessary for employment and self-sufficiency, obtaining the education skills necessary to become full partners in their child’s education, and completing their secondary school education (AEFLA Section 203).

## State and Federal Program Responsibilities

Programs are responsible to annually define in a written plan to the USBE how collected fees/tuition will be used to provide literacy services they would otherwise be unable to provide.

The local program superintendent/chief executive officer (CEO) and business administrator are responsible by signature to acknowledge the assurances as part of the program's grant (state and AEFLA) plan(s) submission, including, all fees and tuition collected and submitted for accounting purposes are returned/ delegated to the local adult education program to be used solely and specifically for adult education programming and not withheld and maintained in a general maintenance and operation fund or used for any other funding purpose.

## General Rules

Collected fees & tuition should be used in the year when collected but at a minimum, must be spent in the adult education program during the ensuing program year. (Board Rule R277-733-9 J)

Annually, programs that receive AEFLA funding must also report for the current year as well as the previous year all collected and expended fee balances. Fees collected are to be used "first in and first spent" before any AEFLA or State funds are expended.

Directors must ensure that tuition and fees collected from students are not counted toward meeting federal matching, cost sharing, or maintenance of effort requirements related to the local program's award. (Board Rule R277-733-9 K)

## Budgets and Funding Accountability

Programs are responsible to keep an accounting of adult education funds (monitored through the Utah State Board of Education) as well as other contributing revenue, including but not limited to, collected fees and tuition that support adult education activities by respective USBE accounting budget numbers. Expenditures of adult education funds identified by a program in the budget sheet of a federal application may not be changed by more than 10 percent for any line item purpose without written approval from the Utah State Office of Education, adult education state coordinator. A revised budget sheet must be submitted documenting approved budget categorical changes prior to the final approval of reimbursement requests.

Federal budgets are monitored through federal fund reimbursement requests that shall be made at a minimum quarterly (Edgar 76.702, 76.722, 76.730, 76.31). Administrative costs associated with federal funds may not exceed more than 5 percent. An exception may be negotiated through the Utah State Board of Education adult education state coordinator.