

Fees and Tuition Collected In Support of Adult Education Programs Report

PROGRAM NAME:

PROGRAM YEAR:

DIRECTOR NAME:

THE PROGRAM DOES NOT COLLECT FEES OR TUITION

If the program does not collect fees or tuition, the program only needs to check the box above and sign the form.

Adult education programs may charge students supplemental fees or tuition up to \$100 per program year (Board Rule R277-733- 9). All fees collected are to be reasonable and necessary and must be used specifically to provide additional adult education and literacy serves that the program would otherwise be unable to provide.

As a reminder, adult education programs must have a fee waiver process in place and programs should waive all fees for refugee students who have been in the country for less than 5 years.

Adult education programs that elect to charge students supplemental fees must submit an annual expenditure plan to the Utah State Board of Education (USBE) Adult Education Coordinator for review and approval.

This form is available online and is to be submitted electronically to the USBE Adult Education Coordinator by **September 15** of each program year.

Financial support must be reported as collected for each grant (State, AEFLA, EL/Civics).

Total tuition and fees collected from students and receipted with the finance department by code:

State Fund Codes	Program	Revenue	Amount Received
Adult high school	1609	1310	\$
Corrections Education	5613	1310	\$

Federal Fund Codes	Program	Revenue	Amount Received
Prisons/Institutions	7581	1310	\$
Adult Basic Education	7583	1310	\$
Adult Basic Ed. IELCE	7584	1310	\$

1. List the type and amounts of fees or tuition collected per year.

2. Provide a justification for the **necessity** and **reasonableness** of the fees.

3. Describe the fee waiver process for students unable to pay the fee.

4. Describe the process the program will follow for the accounting and reporting or revenue from fees.

District programs must report the WPU for students' ages 16-19 who are attending K-12 and adult education programs with the intent of receiving a K-12 diploma. Students up to the age of 22 who are receiving special education services and the WPU is following the student are to also be included in this figure.

THE PROGRAM DOES NOT HAVE DUAL ENROLLED STUDENTS

Pro-rated WPU recognized by program: _____

Signed Assurances:

By signing below, we assure that the revenue generated by the fees described in this document will:

1. Be returned or delegated, except for indirect costs, to the local education program;
2. Used solely and specifically for adult education programming; and
3. Not withheld and maintained in a general maintenance and operation fund.

Director's Signature

Date

Business Office Signature

Date

Superintendent/CEO Signature

Date

Prior to submitting this report to the USBE Adult Education Service, you must meet with your finance department to reconcile your figures in each of the report categories.

Overview of the Local Program Income Report

Local program income is defined as income received directly from the adult education student or paid by an outside source on behalf of the adult education student. If the adult education program charges registration fees or testing fees and the student pays the fee out of their own pocket, then this would be considered local program income. If a business or agency pays the adult education student's registration or testing fees, then this is also considered local program income.

Local program income does not include funds earned through vending machines, fundraisers, cap and gown charges, reimbursements from GED, or SNAP reimbursements. Many adult education programs do not charge fees of any type and can simply check the box "The program does not collect fees or tuition".

When a student pays a GED testing fee to the adult education program and the adult education program in turn uses those funds to register the student for a GED test, this is not considered to be Local Program Income. No profit was made by the program from this type of transaction.

Federal regulations guide the collection and expenditure of Local Program Income. Please refer to the language below. Adult education programs are expected to expend all the Local Program Income collected. Adult Education programs are expected to keep accurate records of fee collection and expenditures.

As a reminder, the collection of fees and tuition cannot be reported as part of the general fund as they are restricted and must be reported and used directly by adult education programs in the above program funding streams to provide adult education and literacy services – 2 CFR §200.307.

34 CFR §76.730.

A State and a subgrantee shall keep records that fully show:

- (a) The amount of funds under the grant or subgrant;
- (b) How the State or subgrantee uses the funds;
- (c) The total cost of the project;
- (d) The share of that cost provided from other sources; and
- (e) Other records to facilitate an effective audit.

NOTE: community education, driver education fees, GED[®] Testing Center, etc. cannot be comingled and reported as adult education tuition/registration and fees collected and reported to the business administrator.