

## **Fees / Fee Waivers**

As mandated by the Utah State Constitution and the Utah State Board of Education, Salt Lake Arts Academy is prohibited from charging fees to elementary school students. As such, SLArts has created an official fee policy and a fee waiver guideline.

A fee is defined as any charge, deposit, rental, or other mandatory payment in the form of money or goods. Any and all charges related to the National School Lunch Program, such as food or milk, are not considered fees. As required by law, all fees will be set, approved, and published annually by the Board of Trustees, as well as a fee waiver policy. The fee schedule will be posted and distributed to all parents or guardians.

No fee may be charged to students in grade K-5 regardless of whether 5th grade students are considered to be part of the middle school for any activity comprising the regular school day. For example, no fees may be charged for the following items or activities: textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, or snacks (except those associated with the National School Lunch Program). This list is not all inclusive. All students shall be allowed to enroll and fully participate in any class offered at the school, having the opportunity to acquire all skills and knowledge required for full credit and highest grades. Students may do this without paying a fee or participating in a fund raising activity, except in the case of special optional projects. Salt Lake Arts Academy will supply all student supplies for 5th grade students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student due to careless or irresponsible behavior.

Utah state law permits the charging of fees for grades 6 -12. Therefore, 6th, if part of a middle school, 7th and 8th grade middle school students may be assessed fees for general school supplies, class materials, rental fees, activities, and programs. Items may include, but not be limited to, textbooks, labs, calculators, musical instruments, lockers, towels, clubs, travel, and other materials and supplies needed for specific courses. Refundable deposits may be charged to ensure the return or replacement of loaned tangible items. However, except for common household items and common articles of clothing, no student shall be required to pay a fee or provide any material, money, or any object of value unless the requirement has been approved by the Board of Trustees and included in the school fee schedule.

For school activities outside of the regular school day, fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, so long as participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day. Items which have a cost associated with them include purchases such as school pictures, yearbooks, or other similar items. Costs associated with these items are not considered to be fees and will not be waived.

No fee may be charged or assessed in connection with any class or school sponsored or supported activity, including extracurricular activities, unless the fee is in accordance with this policy and has been set and approved by the Board of Trustees. This approval applies to the following: Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups.

The school administration and Board of Trustees shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.

As permissible by law, Salt Lake Arts Academy may make donation requests to supplement the school's limited funds. All donation requests are strictly voluntary, and must be worded as such. Students may not be excluded from activities or penalized in any way because they did not make donations. At no time will the names of those who did not make donations be revealed, although those who make major donations may be honored. All donations are tax-deductible.

No present or former student with unpaid fees or fines may be denied receipt of transcripts or have their student files withheld from a subsequent school to be attended. A reasonable charge may be issued to cover the cost of duplicating or mailing, except for when duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Salt Lake Arts Academy shall provide, as part of this fee policy, adequate waivers or other provisions 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. If a student is eligible for fee waivers, all fees must be waived, including textbooks.

Fees must be waived for the following students:

- Students eligible for free school lunch
- Students who are in state custody or foster care
- Students whose families are receiving public assistance through the Family Employment Program (FEP) from the Utah Department of Workforce Services
- Students who are receiving Supplemental Security Income (SSI)
- Students whose families are financially unable to pay because of exceptional financial burdens beyond the family's control; these determinations are made on a case-by-case basis by school administration.

The Salt Lake Arts Academy may request documentation from parents to verify fee waiver eligibility.

The fee waiver application process must be handled fairly, objectively, confidentially, and without discrimination. Only school staff with a need and right to know shall be aware of student fee waiver status. The policy shall be administered and waivers shall be granted only by school administration.

At the discretion of school administration, partial fee waivers or other provisions in lieu of fee waivers may be made available for students unable to pay their entire fees. Students may perform a work assignment or public service as payment-in-kind in lieu of a fee. The work must be a fair exchange of time for the value of the fees waived, appropriate to the age, maturity, and ability of the student, and not demeaning or discriminatory. Students are not obligated to perform work in lieu of fees, and parents must be given the opportunity to review the proposed alternatives to fee waivers, as well as given an available appeals process. If the parent/guardian appeals a denial of fee waivers, no fees will be required to be paid until the appeal is decided.

Regardless of fee waivers or provisions in lieu of fee waiver, the school may assess charges to students who damage, destroy, or otherwise lose school property. The school may pursue reasonable methods in order to obtain payment for such charges; however, students may not be excluded from school, and transcripts may not be withheld as a means of obtaining payment of those charges.

Annually, by October 31, the School Fee Certification of Compliance Form will be submitted to the USOE law office. Attached to the compliance form will be the current board-approved school fee policy, fee-waiver policy, and current board-approved fee schedule.

If a student drops from a class or withdraws within the first 10 days of when s/he started, fees will be refunded except for a \$25 administrative fee. After ten days from the first day of classes, student fees will not be reimbursed.