

- 8.6.5. If a family experiences a change of financial circumstances so that the waiver eligibility no longer exists or that the eligibility does exist, the school may charge or waive a proportional share of the fees for a reduced fee for the remainder of the fee waiver period.

**8.7. Fee Waiver Denial Appeal Process**

- 8.7.1. A 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 school principal within ten (10) school days of receiving notice of denial.
  - [a] The school shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the school principal to discuss the parent's concerns.
  - [b] 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 school director at the District level.

**8.8. Service in Lieu of a Fee**

- 8.8.1. A secondary student may be allowed to perform service in lieu of a fee, but service in lieu of a fee may not be required.
- 8.8.2. The service may include:
  - [a] tutorial assistance to other students;
  - [b] assistance before or after school to teachers and other school personnel on school related matters; and
  - [c] general community or home service.
- 8.8.3. The service should be able to be performed within a reasonable period of time and the services shall be at least equal to the minimum wage for each hour of service.
- 8.8.4. The service shall be approved by a school administrator, and parents are to be given the opportunity to review proposed community service in lieu of a fee.
- 8.8.5. Service credit shall be transferred to another school within the District upon request of the parent.

**8.9. Installment Payments**

A school may make an installment payment plan available to a parent or student to pay for a fee. An installment payment may not be required in lieu of a fee waiver.

**9. FEE WAIVER ELIGIBILITY**

A student is eligible for and will be granted a fee waiver if a school receives a completed application and verification of one of the following from the parent:

- 9.1. The student's family income qualifies under the levels set by the State Superintendent and parent provides verification in the form of income statements, pay stubs, or tax returns;
  - 9.1.1. these levels are set to correspond to the income levels for the federal free lunch program and may be found at [schools.utah.gov/school-fees](https://schools.utah.gov/school-fees) on the fee waiver application form;
  - 9.1.2. all income received by the household is considered, including salary, public assistance benefits, social security payments, pensions, unemployment

- compensation, and child support payments.
- 9.2. 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.
- 9.3. The student to whom the fee applies receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
- 9.4. The student to whom the fee applies 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.
- 9.4-9.5. The student to whom the fee applies is a homeless child or homeless youth.
- 9.5-9.6. A school 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.
- 9.5-4-9.6.1. An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with a school administrator to discuss their situation and potential eligibility for fee waiver.
- 9.5-2-9.6.2. Verification may be collected as appropriate for the situation.
- 9.6-9.7. For the protection of privacy and confidentiality schools shall not retain required fee waiver verification documents.

## **10. FEE WAIVER ELIGIBLE CHARGES**

Fees for the following require approval of the Board and are subject to the fee waiver requirement regardless of whether they are held during the regular school day, during the regular school year, outside the regular school day, outside of the regular school year, or during the summer.

- 10.1. An activity, course or program that is:
- 10.1.1. primarily intended to serve school-age children; and
  - 10.1.2. taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.
- 10.2. An activity, class, or program that is explicitly or implicitly required:
- 10.2.1. 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; or
  - 10.2.2. as a condition 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.
- 10.3. 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.
- 10.4. An admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by the District or a school including:
- 10.4.1. athletic competitions;
  - 10.4.2. music or theater program performances; and
  - 10.4.3. parent teacher organization activities.
- 10.5. An activity or program where full participation in the activity or program includes:
- 10.5.1. travel for state or national educational experiences or competitions.
  - 10.5.2. debate camps or competitions; or
  - 10.5.3. music camps or competitions.