

# School Fees Notice for Families of Students in Grades K-6



## The Utah Constitution prohibits the charging of fees in elementary schools.

If a child is in kindergarten through grade six, they cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

**Fees may only be charged** for programs offered before or after school, or during school vacations. Fees may also be charged for a student that is in grade six and attends a school that includes one or more 7-12 grades, if the school follows a secondary model of delivering education to the school's grade six students.

Utah law requires schools that charge fees, to ensure that a fee waiver or other provisions in lieu of a fee waiver is available to any student whose parents are unable to pay a fee.

## Fee Waivers

A fee waiver is a full release from the requirement to pay a fee. If a student is eligible for fee waivers, **all fees must be waived**. If it is not specifically addressed in state law, a school must waive all fees, including any where a student's participation is optional. This means that those students who are eligible for a fee waiver can participate in any school class or activity free of charge.

A student is eligible for a waiver if:

- their family receives TANF funding (food stamps or state Family Employment Program);
- the student receives SSI (Supplemental Security Income);
- the student is in foster care;
- the student is in state custody; or
- the student is eligible based on family/household income (the levels match those of free lunch eligibility).

*\* A student may also be eligible for fee waivers if they do not meet any of these standards but are still unable to pay a fee. Please see the local school or district policy for more information.*

If a student wishes to apply for fee waivers, they will be asked to provide documentation of fee waiver eligibility as part of the application process.

To apply for a fee waiver, a student may submit the "Fee Waiver Application (Grades K-6)". A copy of the application is included with this notice and additional copies may be obtained from the school office, or the state school fees website listed at the end of this document. Once the documents have been submitted to the school, the fee requirement will be suspended until a final decision has been reached about the student's eligibility for fee waivers.

If the application is denied, the school will send a "Decision and Appeal Form". The Form will explain why the application was denied and how to appeal the decision. Remember to always keep a copy. If an appeal for a denial of fee waivers is submitted, all fees will not need to be paid until the appeal is decided.

If a student wishes to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if a student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

## School Fees Notice for K-6 cont'd

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### Donations, Confidentiality, and Enforcement of Fees

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School funds are limited, and a school may need help in addition to fees. As a result, the school may ask for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations.

A student's name is confidential and cannot be disclosed to anyone lacking both a right and a need to know the information, regardless of whether a student has paid fees, donations, and contributions or not, or has applied for, received, or been denied waivers. The school may, however, with the consent of the donor, give appropriate recognition to any person or organization making a major donation or contribution to the school.

The school and school staff cannot withhold, reduce, or enhance grades or credit, or withhold grades, class schedules, credit, report cards, transcripts, or diplomas to enforce the payment of fees.

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To find out more information:

Contact the school:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Contact the district's School Fees Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Visit the state school fees website: <https://schools.utah.gov/schoolfees>

# FEE WAIVER APPLICATION (Grades K-6)



- Please read the School Fees Notice before completing this Application!
- NO Fees may be charged for activities during the regular school day in grades K-6. This fee waiver application applies only to fees for activities held outside of the regular school day.
- If a school receives verification that a student is eligible for fee waiver, ALL fees must be waived for that student.
- All information on this application will be kept confidential.

## STUDENT INFORMATION:

Name of student: \_\_\_\_\_ Student #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade level: \_\_\_\_\_  
 Name of parent or guardian: \_\_\_\_\_ Phone number: \_\_\_\_\_

## BASIS FOR FEE WAIVER:

Please check the eligibility that applies: ( <i>only 1 is needed</i> )*		Verification to submit:
<input type="checkbox"/>	1. Family receives TANF/FEP (Temporary Assistance for Needy Families or Family Employment Program) (financial assistance or food stamps)	• 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.
<input type="checkbox"/>	2. Student receives Supplemental Security Income (SSI, QUALIFIED CHILD WITH DISABILITIES)	• benefit verification documents from the Social Security Administration.
<input type="checkbox"/>	3. Student is in Foster Care (under Utah or local governmental supervision)	• 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.
<input type="checkbox"/>	4. Student is in State Custody	
<input type="checkbox"/>	5. Student is eligible based on family/household income verification. Total Household Members: _____ Total Household Income: \$ _____	• family income verification in the form of income statements, pay stubs, or tax returns. (Please complete page 2.)

*\*Please note: The school will require you to provide verification of eligibility. Please attach your verification documentation to this form when you give this form to your school.*

If none of the above apply but you wish to apply for fee waivers because of other extenuating circumstances, please state the reason(s) for the request: \_\_\_\_\_

(Please attach an additional page if needed.)

Please give this application to the Principal/School Director or School Fee Administrator when it is complete. All fee payments will be suspended until the school has decided if your student is eligible for fee waivers. You will then be given notice of the decision. If your student is eligible for a waiver, the school cannot require you to complete service, agree to an installment payment plan, or sign an IOU in place of a waiver.

I HEREBY CERTIFY THAT THE INFORMATION AND ATTACHED DOCUMENTATION I HAVE PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: \_\_\_\_\_ PARENT'S OR GUARDIAN'S SIGNATURE: \_\_\_\_\_

**Complete this page ONLY if option #5 was selected under the Basis for Fee Waiver section.**

**INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS:** (Required for students who do not qualify based on a special category.)

Household income is determined by adding all household income from all sources and then comparing it to the number of people in the household. A household is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit. This means they generally reside in the same house and share expenses such as rent, utilities and food.

**List all income before deductions in the appropriate column(s).**

Name:			Earnings from Work (before deductions)	Pension/Retirement Social Security	Welfare, Alimony, Child Support, Other Income	Total Per Person
Last	First	Middle Initial	Monthly Income	Monthly Income	Monthly Income	Total Monthly Income
1			\$	\$	\$	\$
2			\$	\$	\$	\$
3			\$	\$	\$	\$
4			\$	\$	\$	\$

**EXAMPLES OF INCOME:**

Earnings from Work	Pension/Retirement, Social Security	Welfare, Alimony, Child Support	Other Income
Wages, salaries and tips, strike benefits, unemployment comp., workers' comp, net income from self-owned business or farm	Pensions, supplement, security income, retirement payments, Social Security Income (including SSI a child receives)	*TANF payments*, welfare payments, alimony, and child support payments	Disability benefits; cash withdrawn from savings; interest & dividends; income from estates, trusts, and investments, regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income

\*Receipt of TANF assistance automatically qualifies one for fee waiver eligibility. No further proof of income is needed. Please review Basis for Fee Waiver section and submit application under TANF eligibility.\*

**INCOME ELIGIBILITY GUIDELINES**

**For School Year:**

**July 1, 2020 - June 30, 2021**

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	16,588	1,383	692	638	319
2	22,412	1,868	934	862	431
3	28,236	2,353	1,177	1,086	543
4	34,060	2,839	1,420	1,310	655
5	39,884	3,324	1,662	1,534	767
6	45,708	3,809	1,905	1,758	879
7	51,532	4,295	2,148	1,982	991
8	57,356	4,780	2,390	2,206	1,103
For each additional family member, add:	5,824	486	243	224	112

# FEE WAIVER DECISION AND APPEAL FORM



To the parent or legal guardian of: \_\_\_\_\_

Your application for fee waiver has been:

Approved - ALL fees will be waived for the \_\_\_\_\_ school year.

Denied - for the following reason:

Your child does not qualify under any of the eligible categories.

You have not provided the documentation necessary to determine if your child qualifies for fee waivers.

Other: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature of school employee)*

## PARENTAL APPEAL RIGHTS

**IF YOU DISAGREE WITH THIS DECISION, YOU HAVE THE RIGHT TO APPEAL.** To appeal, send a letter (or the Notice of Appeal form printed at the bottom of this page) to the principal/charter school director, explaining why you disagree with this decision. Include your name, your child's name, and the date. **YOU MUST MAIL OR HAND-DELIVER YOUR APPEAL WITHIN TEN SCHOOL DAYS OF RECEIVING THIS NOTICE.** *Keep a copy of the appeal for your records.* A school representative will contact you within two weeks after receiving your appeal and schedule a meeting to discuss your concerns. You will also be given a copy of the districts'/charter schools' Fee Waiver Appeals Policy containing a complete statement of policies and procedures for appeals.

**ALL REQUIREMENTS FOR PAYMENT OF FEES WILL BE SUSPENDED UNTIL THE FINAL DECISION IS MADE REGARDING YOUR APPEAL.**

## NOTICE OF APPEAL

I, \_\_\_\_\_ wish to appeal the decision regarding my application for school fee waivers for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My child's name is: \_\_\_\_\_

Please schedule a meeting to discuss this appeal. I understand that all fees will be suspended until a final decision has been reached, and that my child will be able to participate fully in all school activities during that time on the same basis as if the fees had been paid.

\_\_\_\_\_  
Date: \_\_\_\_\_

*(Signature of person submitting the appeal)*

School Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

# SCHOOL FEES POSTER FOR FAMILIES OF STUDENTS IN GRADES K-6



## School fees are NOT permitted during the regular school day in grades K-6.\*

An elementary student may not be charged for classroom snacks, newspapers, textbooks, field trips, art supplies, assemblies, musical instruments, or anything else that is part of the regular school day. A student may be asked to bring common household articles to school voluntarily, but cannot be penalized for failure to bring the articles.

*\*Fees may be charged to students in sixth grade only if a student attends a school that includes any grades 7-12 and the school follows a secondary model of delivering instruction to the school's grade six students.*

**School fees may ONLY be charged for activities which take place before or after school or during school vacations.**

## ALL SCHOOL FEES ARE SUBJECT TO WAIVER.

### WHO IS ELIGIBLE TO HAVE FEES WAIVED?

A student may be eligible to have fees waived if ONE of the following applies:\*

- the student's family receives TANF (*food stamps or State Family Employment Program*)
- the student receives SSI (*Supplemental Security Income*)
- the student is in foster care
- the student is in state custody
- the student is eligible based on family/household income (*the levels match those of free lunch eligibility*)

*\*A student may also be eligible for fee waivers if they do not meet any of these standards but are still unable to pay a fee. Please see the local school or district policy for more information.*

### HOW CAN WE APPLY FOR FEE WAIVERS?

A student or parent may apply for waiver of fees by:

- completing a fee waiver application
- submitting the completed application to the school
- providing documentation of fee waiver eligibility. (*See the Fee Waiver Application for required documentation*)

*State law requires schools to verify eligibility for fee waivers. The school will record the eligibility documentation received and whether it met the eligibility requirements and a Decision and Appeal form will be sent to the student. Once recorded, copies of the eligibility documentation will not be kept on file by the school.*

### HOW WILL A WAIVER IMPACT STUDENT PARTICIPATION IN SCHOOL ACTIVITIES?

If a student is eligible for fee waivers, **ALL fees must be waived.**

If a student qualifies for fee waiver, the school may not require that student to work instead of receiving a waiver, or ask them to pay the fee in installments.

No school may raise, lower, or withhold grades, or withhold report cards, school records, class schedules or participation during the regular school day to enforce payment of school fees.

To find out more, contact your student's school, visit your school's website, or visit the state school fees website (<https://schools.utah.gov/schoolfees>).

Questions, Comments, or Concerns? Contact the state school fees team at [schoolfees@schools.utah.gov](mailto:schoolfees@schools.utah.gov).