SALT LAKE CITY SCHOOL DISTRICT FEE POLICY and FEE WAIVER SUMMARY

IF YOU NEED HELP UNDERSTANDING THIS NOTICE, PLEASE CONTACT BOB MUENCH at (801) 578-8378.

This guide is written to help you navigate the Salt Lake City School District's policies and procedures regarding school fee waivers and waiver eligibility.

Overview

1. Utah law permits the charging of fees in grades seven through twelve. This means that your student may be charged fees for school materials, supplies, activities, and programs.
2. All fees are subject to waiver.
3. All students that are denied fee waiver requests have the right of an appeal.

District Fee Waiver Policy

The Salt Lake City School District Board of Education has adopted and approved a fee waiver policy and fee schedule in accordance with state law. The policy, procedures, and fee schedule are available on the district's webpage: slcschools.org/board-of-education/policies/ - scroll down the page and look for S-10: Student Fees and Fee Waivers.

Fee Waiver Process

Each school's principal is designated as the person to review and make a decision on fee waiver requests. The district is committed to ensuring that the process for obtaining a fee waiver is administered fairly, objectively, and without delay. Also, the district makes certain that the process avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents. The process will have no visible indicators that could lead anyone to identify fee waiver applicants, and no district students (other than the student whose family/parent is applying) are allowed to help with the application process. Information from families/parents will be kept in the strictest confidence during the entire process.

Also, please know that a student receiving a fee waiver will not be treated differently from other students, and will not be identified as a student on fee waivers to other students, staff members, or other persons who do not need to know that information.

Fee Waiver Eligibility

A student is eligible for a fee waiver if:

1. the student qualifies for free lunch under USDA regulations
2. the student receives SSI
3. the student's family receives TANF
4. the student is in foster care, or
5. the student is in state custody

Additionally, if you are having a financial emergency caused by a job loss, major illness, or other substantial loss of income beyond your control, your child might be eligible for a fee waiver even if other eligibility criteria are not met. Even if a student does not qualify under these standards, the school must

still provide a fee waiver if charging the fee would deny the student the opportunity to fully participate or complete a requirement because of an inability to pay a fee.

However, in order to qualify for a fee waiver, the school must receive DOCUMENTATION to verify the student's eligibility.   You must complete the appropriate Fee Waiver Application and submit it to the school principal for their review and approval. The applications are available in each school's main office and on the Utah State Board of Education's school fees web page at: https://www.schools.utah.gov/schoolfees?mid=4340&tid=3. As soon as you have sent in the completed forms, the fee requirement will be suspended until a final decision has been made about your student's eligibility for fee waivers. If the application is denied, the school will send you a Decision and Appeal Form. The form will tell you why the application was denied and explain how to appeal the decision. If you appeal a denial of fee waivers, you do not need to pay the fees until the appeal is decided.

If your student is eligible for fee waivers, all fees must be waived, including – but not limited to – the following:

> Fees for registration, textbooks, textbook and equipment deposits, school supplies, activity cards, extracurricular activities, and school lockers; lab and shop fees; gym and towel fees; costs for uniforms and accessories; field trips and assembly fees; costs for class or team trips; and costs of musical instruments used in school classes or activities.

There is no such thing as a "non-waivable" or "optional" fee, but alternatives to fee waivers may be arranged in some cases, but not for textbook fees. A school cannot ask you to make installment payments, IOUs, or other delayed payment plans.

Charges for class rings, yearbooks, school pictures, letter jackets, and similar items are not fees and need not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived. Students may be required to pay fees for concurrent enrollment or advanced placement courses. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver. In addition, only those students who have paid a textbook or equipment deposit are eligible to receive a deposit refund at the end of the year.

The school and school staff cannot withhold, reduce, or enhance grades or credit, or withhold grades, credit, report cards, transcripts, or diplomas to enforce the payment of fees. A school may withhold the official student records of a student responsible for lost or damaged school property; however, may not withhold a student's records that would prevent a student from attending school or being properly placed in school.

Fee waiver eligibility documentation is NOT required annually but may be required at any time by the school or a parent may ask for review for good cause. Also, documentation SHALL NOT be maintained for privacy reasons. Schools may transfer fee waiver eligibility information to other schools to which students advance or transfer.

If you have questions, first talk to your school principal or the school district representative listed below:

School Leadership and Performance Department (801) 578-8350

If you would like a copy of the district's complete procedures related to fees and fee waivers, please contact Bob Muench at (801) 578-8378.