



Cache County School District

Policy Series 6000: Finance and Operations

Policy No. 6100 P3

School Fee Waiver Procedures

School fee waiver procedures are intended to be consistent with relevant state statutes (53G-7-504) and rules (R277-407). In the case of a discrepancy, the Utah Code shall prevail.

General Fee Waiver Provisions

- A. “Waiver” or “fee waiver” means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
- B. To ensure that no student is denied the opportunity to participate in a course or school sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers or other provisions in-lieu of fee waivers.
- C. The process for obtaining a fee waiver, pursuing an alternative to a fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
- D. A student receiving a fee waiver or other provisions in-lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.
- E. Any requirement that a student pay a fee is suspended during any period in which the student’s eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.
- F. A school may charge a proportional share of a fee or reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.
- G. A school may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.
- H. A school is not required to waive a non-waivable fine or charge.

Fee Waiver Eligible Charges

- A. Fees for the following are waivable:
 - 1) an activity, course, or program that is:
 - i. primarily intended to serve school-age children
 - ii. taught or administered, more than inconsequentially, by a school employee as part of the employee’s assignment;
 - 2) an activity, course, or program that is explicitly or implicitly required
 - i. as a condition to receive a higher grade, or for successful completion of a school course or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art course for extra credit; or
 - ii. as a condition to participate in a school activity, course, program, or team, including, a requirement for a student 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;
- 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;
 - 4) an activity or program where full participation in the activity or program includes:
 - i. travel for state or national educational experiences or competitions;
 - ii. debate camps or competitions; or
 - iii. music camps or competitions;
 - 5) a concurrent enrollment, CTE, International Baccalaureate, or Advanced Placement course; and
 - 6) the cost to access software, digital content, or other instructional materials required as part of an activity, course, or program.

Non-Waivable Charges

- A. Non-waivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.
 - 1) non-waivable charges include personal discretionary charges or purchases, including:
 - a. for insurance, unless the insurance is required for a student to participate in an activity, course, or program;
 - b. college credit related to the successful completion of a concurrent enrollment course or an Advanced Placement examination; and
 - c. personal consumable items such as a yearbook, class ring, letterman jacket or sweater, or other similar items, except when requested or required by a school as a condition to a student's participation.
 - 2) non-waivable charges are subject to sales tax
 - 3) non-waivable charges may include items designated by Utah Code, federal law, or administrative rule not to be a fee, including:
 - a. tuition for nonresident out-of-state students and foreign students;
 - b. foreign student transcript translation fees and I-20 form processing charges;
 - c. a charge for an activity, course, program, that meets the criteria of a noncurricular club;
 - d. a charge for a school breakfast or lunch;
 - e. a fine for improper use of school property, including a parking violation; or
 - f. a fine for replacement of damaged or lost school property in accordance with Utah Code § 53G-8-212.
 1. If the student and the student's parent are unable to pay for damages or if it is determined by the school, in consultation with the student's parent, that the student's interest would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.

Fee Waiver Administrator

- A. The principal in each school shall act as the "fee waiver administrator." All school administrators shall be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and work in an appropriate setting to facilitate confidential conversations and documents.
- B. The fee waiver administrator shall be responsible to review fee waiver applications and verification documents; grant or deny fee waiver requests; compile all logs and maintain

fee waiver documents in compliance with the Family Educational Rights and Privacy Act; and report fee waiver information.

- C. The fee waiver administrator's contact information will be available on the school's website with other school fee information and in student registration materials.
- D. A student may not assist in the fee waiver approval process.

Fee Waiver Application Process

- A. A school shall use the standardized State Board fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
- B. The application for fee waiver shall be included on each school's website.
- C. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
- D. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the fee waiver administrator.

Fee Waiver Eligibility Verification

- A. Income verification: The State Superintendent annually establishes income levels for fee waiver eligibility and publishes the income levels on the State Board website. All income received by the household is considered including salary, public assistance benefits, social security payment, pensions, unemployment compensation and child support payments.
- B. In-lieu of income verification: A student is eligible for and will be granted a fee waiver if the fee waiver administrator receives a completed application and verification of one of the following from the student or parent:
 - 1) the student receives Supplemental Security Income and the parent provides a benefit verification document from the Social Security Administration;
 - 2) the student's family receives TANF or SNAP funding and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought;
 - 3) the student 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 state case worker; or
 - 4) the student is in state care; or
 - 5) the student qualifies for McKinney-Vento assistance, as documented by the District's liaison.
- C. A fee waiver administrator 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. An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the fee waiver administrator to discuss their situation and potential eligibility for a fee waiver. Verification may be collected as appropriate for the situation.

Notification of Eligibility

- A. After reviewing the documentation provided by the student and the student's parent, the fee waiver administrator will approve or deny the fee waiver request.
- B. The fee waiver administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:
 - a. that the student's eligibility was verified;
 - b. the name and position of the person who reviewed the verification documents;

- c. the date it was verified; and
 - d. the type of documentation used to verify eligibility.
- C. The fee waiver administrator shall maintain documentation of the following:
- a. the school year the request was submitted;
 - b. the type and amount of fees requested to be waived;
 - c. whether the request was approved or denied;
 - d. if approved, the type and amount of fees which were waived.
- D. The fee waiver administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized State Board Fee Waiver Decision and Appeal Form.
- E. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.

Appeal of Fee Waiver Denial

- A. A secondary student or the student's 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 director of secondary education within 10 school days of receiving notice of denial.
- B. The school shall contact the parent within two weeks after receiving the appeal and schedule a meeting with the principal to discuss the parent's concern.
- C. If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within ten school days of receiving notice of denial, to the superintendent.

Alternatives to Fee Waivers

- A. A student may be allowed to perform service in-lieu of a fee, but service in-lieu of a fee may not be required.
 - 1) a student who performs service may not be treated differently than other students who pay a fee.
 - 2) the service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.
- B. When offering a service in-lieu of a fee, the school will ensure that the service assignment is:
 - 1) appropriate to the age, physical condition and maturity of the student.
 - 2) consistent with state and federal laws
 - 3) able to be performed within a reasonable period; and
 - 4) at least equal to the minimum wage for each hour of service.
- C. The school principal may make an installment payment plan available to a parent or student to pay for a fee. An installment plan may not be required in-lieu of a fee waiver.
- D. A school may provide optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
- E. Upon request of the student, a school shall transfer a student's service credit to another school within the District, or to another district.