Policy Number:	**3270**
Dated:	**09/16/2026**

Student Fees Policy

Purpose

American Leadership Academy Spanish Fork (ALA SF) adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

Policy

A. A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school including for a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the approved governing board fee schedule.
B. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program. ALA SF will work to limit student expenditures for school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.
C. The school shall provide notice to a parent of each secondary student attending the school of all current fee schedules and fee waiver policies with the registration materials. These materials will also be posted on the ALA SF website.
D. The school shall provide an opportunity for a parent to apply to have one or more fees waived and shall grant requested fee waivers to students who are eligible under the provisions of this policy. The school may also choose to offer alternatives to fee waivers.
E. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by ALA SF consistent with policies and state law.

DEFINITIONS

Definitions applicable to this policy are intended to be consistent with UAC R277-407. In the case of a discrepancy, the administrative code shall prevail.

A. "Common education expense": means an expense the school incurs that is related to the delivery of instruction for all courses, unrelated to a specific course, program or activity. It includes the employment of educators and staff, the provision of capital facilities, and operation and maintenance costs.
B. "Course": means an activity, a course, or program that a school: (1) intends to deliver instruction; (2) provides, sponsors, or supports; and (3) conducts primarily during school hours.

It includes a course in which a student is required to enroll as a condition of participation in a separate extracurricular activity.

C. “Discretionary project”: means a project that a student completes in lieu of or in addition to a required classroom project in accordance with Section 53G-7-503.

D. “Extracurricular activity”: means an activity or a program that is not a course, and is provided, sponsored, or supported by the school. “Extracurricular activity” does not include a non curricular club.

A. “Fee” means a charge, expense, deposit, rental, or payment:
    1. Regardless of how the charge, expense, deposit, rental, or payment is termed, described, requested, or required directly or indirectly;
    2. In the form of money, goods, or services; and
    3. That is a condition to a student’s full participation in an activity, course, or program that is provided, sponsored, or supported by an LEA.
    4. Includes:
        a. Payments made to a third party that provides a part of a school activity, class, or program; and
        b. A fine other than a fine described in Subsection (D)(5).
    5. Does not include:
        a. A student fine that the school approves for:
            i. Failing to return school property;
            ii. Losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Utah Code 53G-8-212; or
            iii. Improper use of school property, including a parking violation;
        b. A payment for school breakfast or lunch;
        c. A deposit that is a pledge securing the return of school property and the school refunds upon the return of the school property; or
        d. A charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program.
        e. Money or another item of monetary value that a student or the student’s family raised through fundraising.

B. “Fee course” means a course that is not a non-fee course.

C. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event that a school provides, sponsors, or supports; and uses students to generate funds to raise money to
    1. Provide financial support to a school or any of the school's classes, groups, teams, or programs; or
    2. Benefit a particular charity or for other charitable purposes.

D. "Fundraiser," "fundraising," or "fundraising activity" may include:
    1. The sale of goods or services;
    2. The solicitation of monetary contributions from individuals or businesses; or
    3. Other lawful means or methods that use students to generate funds.

E. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.

F. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.

G. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
H. “Instructional equipment” means an activity, course, or program-related tool or supply that:
    1. Is required for a student to use as part of an activity, course, or program in a secondary school;
    2. Becomes the property of the student upon exiting the activity, course, or program; and
I. “Instructional Equipment” does not include;
    1. School equipment;
    2. An instructional supply; or
    3. A personal student supply for a secondary student.
J. “Instructional supply” means a consumable or non-reusable supply which is necessary for a student to use as part of an activity course or program in a secondary school.
    1. Does not include a personal student supply for a secondary student.
K. “Maintenance of school equipment” means a cost, payment, or expenditure related to storing, repairing or keeping school equipment in good working condition. Does not include the cost related to end-of-life replacement.
L. "Non Curricular club" has the same meaning as that term is defined in Section 53G-7-701.
M. “Non-fee course”: means a course that results in course credit or a course grade within the core standards the state board establishes under Section 53E-4-202 and other statutory requirements for:
    a. English Language Arts;
    b. Health Education;
    c. Mathematics;
    d. Science; and
    e. Social Studies.
N. “Non-waivable charge” means a cost, payment, or expenditure that:
    1. Is a personal discretionary charge or purchase;
    2. Is a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
    3. Is a charge for college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; or
    4. Except when requested or required by an LEA, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item.
    5. By Utah Code, federal law, or Board rule is designated not to be a fee, including a school uniform, a school lunch or a charge for a replacement for damaged or lost school equipment or supplies.
O. “Personal student supply”: means, for a secondary student, an object, tool, material or supply that:
    1. Is the personal property of the student;
    2. Regardless of the use of the supply in the instructional process, individuals not enrolled in the course or activity also commonly purchase and use; and
    3. Has a high probability of regular use in activities other than school-sponsored activities. It includes pencils, papers, notebooks, crayons, scissors, and basic clothing.
P. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
    1. Is authorized by an LEA or school, according to local education board policy; or
    2. Satisfies at least one of the following conditions:

a. The activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an LEA or school, or an LEA or school employee;
b. The activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the LEA or school's facilities, equipment, or other school resources; or
c. The activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.

Q. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a non curricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

R. "Provision in lieu of fee waiver": means an alternative to fee payment or waiver of fee payment. It does not include a plan under which fees are paid installments or under some other delayed payment arrangement.

S. "Regular school day" has the same meaning as the term "school day" described in Section R277-419-2.

T. "Requested or required by an LEA as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
1. Fully participate in school or in a school activity, class, or program;
2. Successfully complete a school class for the highest grade; or
3. Avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
   a. Peer pressure, shaming, stigmatizing, bullying, or the like; or
   b. Withholding or curtailing any privilege that is otherwise provided to any other student.

U. "School activity clothing:" means special shoes or items of clothing that:
1. Meet specific requirements, including requesting a specific color, style, fabric, or imprint;
2. A school requires a student to provide and wear to an activity, course, program related activity; and
3. The student rents while participating in the activity; or become the property of the student upon exiting the activity, course, or program.
4. "School activity clothing:" does not include a school uniform or clothing commonly found in students' homes.

V. "School equipment": means a machine, equipment, facility or tool that is durable, reusable, that a secondary school owns, and a student uses as part of an activity, course, or program in a secondary school.

W. "School uniform": means special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint and that a school requires a student to provide and wear during school attendance and is the property of the student. "School uniform" does not include school activity clothing.

X. "Secondary school": means a school that provides instruction to students in grades 7, 8, 9, 10, 11, or 12.

Y. "Textbook" includes a hardcopy book or printed pages of instructional material, including a consumable workbook, or computer hardware, software, or digital content. It does not include school equipment, instructional equipment or instructional supplies.

Z. "Waiver" means a full release from the requirement of payment of a fee and

AA. any provision in lieu of fee payment.

ESTABLISHING A FEE SCHEDULE

A. The school, school official, or employee may not charge or assess a fee or request or require something of monetary value in connection with an activity, class, or program provided, sponsored, or supported by, and including for a course or an extracurricular activity, unless the fee:
    1. Has been set and approved by the ALA governing board;
    2. Is equal to or less than the maximum fee amount established by the ALA governing board; and
    3. Is included in an approved fee schedule.

B. The school, in consultation with administrative staff and other stakeholders, will develop a proposed fee schedule to submit to the Board. When determining a fee proposal for Board approval, the staff may consider the following factors:
    1. The school's cost to provide the activity, class, or program.
    2. The school's student enrollment.
    3. The median income of families;
    4. The number and monetary amount of fee waivers, designated by individual fees, annually granted within the prior years.
    5. The historical participation and school interest in certain activities.
    6. The prior year fee schedule.
    7. Other resources available through donations and fundraising.

C. If the school charges a fee, the school shall annually publish:
    1. The school's fee waiver policies and fee schedule, including the fee maximums;
    2. The school's fee waiver application;
    3. The school's fee waiver decision and appeals form; and
    4. The school's fee notice for families.

D. Board Approval of Fee Schedules and Policies
    1. The Board shall annually review the provisions of this policy.
    2. Fee schedules and policies for ALA shall be adopted by the Board in a regularly scheduled public meeting of the Board.
    3. Prior to adopting the annual fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.
    4. The Board shall provide notice of the meetings:
        a. To the public in accordance with the Utah Open and Public Meetings Act.
        b. To parents and students using the same form of communication regularly used by ALA to communicate with parents.
    5. Minutes of the Board meeting during which the fee and fee policies are adopted together with copies of the approved policy and fee schedule shall be kept on file and made available upon request as required by UCA 52-4-203.

6. The Board may adopt amended fee schedules after the April 1st date following the same approval process used for the original fee schedule.

E. Fee Schedule Requirements

The Board's adopted fee schedule shall include:

1. A specific amount for each fee.
2. If a student is responsible for multiple fees related to one activity, class, or program, a clear delineation of each fee and the fee total for each activity, class, or program.
3. A per student annual maximum aggregate fee amount that the school may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year.
4. A maximum fee amount per student for each activity.
5. A spend plan for the revenue collected from each fee charged. The spend plan for each fee charged shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.
6. Students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to make-up for or cover the costs of students and families who qualify for fee waivers.
7. In calculating the expense incurred by the school in relation to an individual student, the cost of providing fee waivers to fee waiver eligible students may not be considered.
    a. Schools may notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.
    b. A fee shall be equal to or less than the expense incurred by the school to provide for a student activity, course, or program.
    c. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
8. Fee maximum should be set to protect students from unreasonable expenditures in order to participate in classes, activities, or programs.
9. Waivers must be funded through unrestricted State revenues or other unrestricted local revenues.
10. A fee listed on a school fee schedule is the maximum amount which may be charged per student for a class or school sponsored or supported activity including uniforms, travel, and clinics, but the actual amount charged may be less.

FEES FOR CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY

A. Elementary Schools

1. No fee may be charged in kindergarten through grade six for any regular school day activity including assemblies and field trips or for any snacks, materials, textbooks, instructional or school supplies.
2. An elementary school teacher may provide to a student's parent or guardian a suggested list of student supplies, as defined in this policy, for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, those supplies for student use. Such a list **MUST** include the following language:
   "Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school."

3. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.
4. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project.

B. Secondary Schools

C. Beginning with the 2026-2027 school year, the school may not charge a secondary student a fee:
    1. That is general in nature and for a service or good that does not have a direct benefit to the student paying the fee;
    2. For an expense related to a non-fee course;
    3. For a textbook;
    4. For school equipment; or
    5. A common education expense;

D. A school may charge a secondary student a fee for:
    1. Relating to a non-fee course or a fee course, for:
        i. instructional equipment;
        ii. a school field trip or activity trip or performance, including related transportation, food, lodging, and admission charges or participation fees;
        iii. school activity clothing; a discretionary project; or
        iv. a competency remediation program in accordance with Section 53G-9-803;
    2. An expense related to a course, activity, or program that is a fee course, including:
        i. instructional supplies;
        ii. the life-cycle replacement costs for school equipment directly related to the fee course;
        iii. a musical instrument rental;
        iv. licensing fees for fine arts intellectual property; or
        v. participating in a driver education course described in Section 53G-10-503;
    3. An expense related to the following post-secondary-related courses, including tuition, college credit, an exam, or a textbook, as described in Section 53G-7-506:
        i. an Advanced Placement course;
        ii. an International Baccalaureate course; or
        iii. a concurrent enrollment course, as described in Section 53E-10-302;
    4. An extracurricular activity, including the life-cycle replacement costs for school equipment directly related to the extracurricular activity;
    5. Open enrollment application processing in accordance with Section 53G-6-402; and

E. A school may charge a secondary student or an individual a fee for an adult education course in accordance with Section 53E-10-202.

F. A fee may not be charged for student computer hardware or software unless it is for damaged or lost property.

G. The school may pursue reasonable methods for collecting student fees, up to including a collection agency.

H. The school may not withhold class schedules, student grades, or other school records, including graduation transcripts for unpaid fees.

1. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the school's fee schedule and are subject to fee waivers. Any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and therefore shall be provided free of charge.

PROJECT RELATED COURSES

A. In project related courses, projects required for course completion shall be included in the course fee and subject to a fee waiver.
B. The school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.
C. The school shall avoid allowing high cost additional projects, particularly if authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.
D. The school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

CREDIT TOWARDS GRADUATION

A. During the 2026-2027 school year, a school that awards credit toward graduation shall ensure that at least one option of required courses and credits toward graduation exists that does not require the payment or waiver of any fee.
B. Does not apply to a charter school that only offers one of the following for a given graduation requirement:
    1. An Advanced Placement course; or
    2. A concurrent enrollment course.
C. Nothing in the provision above, requires the school to provide without a fee or fee waiver a specific activity, course, or program, or the student's preferred activity, course or program.

SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

A. Fees may be charged in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:
    1. Participation in the activity is voluntary
    2. The fee is on the Board approved fee schedule
    3. The amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule
    4. The fee revenue is collected in compliance with ALA financial policies
    5. The fee revenue is expended in compliance with the spend plan
    6. The fee is subject to the fee waiver requirements
    7. For elementary students the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day
B. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

NOTICE TO PARENTS

A. The school shall annually publish the Board's approved fee schedule, including fee maximums, and fee waiver policies on the school's website in an easily accessible location.

B. The parent of each student shall be provided a copy of the fee schedule, fee waiver policies, and the school fee documents required by Utah Administrative Code R277-407-6 annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.
C. Beginning with the 2026-2027 school year, the fee schedule clearly identifies any fee for each activity, course, or program alongside the description of the activity, course, or program in the registration materials.
D. Upon request, the school shall provide printed copies of school fee schedules, waiver policies, and documents to a parent or guardian who is unable or chooses not to access them through the ALA school website.
E. If more than 20% of the student or parent population of ALA SF uses a single language other than English as their first language, ALA SF will publish the fee schedule and fee waiver policies in the language of those families.
F. The administrator shall make arrangements for an ALA SF representative to meet personally with each student's parent or family and make available an interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and ALA SF has not published the information in the parent's first language.

FEE WAIVERS

A. General Fee Waiver Provisions
    1. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or UAC R277-407.
    2. The school is not required to waive a non-waivable charge.
    3. The school will provide adequate waivers or other provisions in lieu of fee waivers 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.
    4. The process for obtaining a fee waiver, pursuing an alternative to 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.
    5. 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.
    6. 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.
    7. The school may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers.
    8. The school may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.
    9. The school may not identify a student on fee waiver to students, staff members, or other persons who do not need to know.
B. Fee Waiver Eligible Charges
    1. An activity, class, or program that is:

a. Primarily intended to serve school-age children.
b. Taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.

2. An activity, class, or program that is explicitly or implicitly required:
    a. 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
    b. As a condition to participate in a school activity, class, 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:
    a. Travel for state or national educational experiences or competitions.
    b. Debate camps competitions.
    c. Music camps or competitions.
    d. A concurrent enrollment, CTE, or AP course.
5. Activity clothing required to be worn by a student when participating as a club, school group, or team.
6. Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.

C. Non-waivable Charges

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 a personal discretionary charge or purchase for:
    a. Insurance, unless the insurance is required for a student to participate in an activity, class, or program;
    b. College credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and
    c. A personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.
2. Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
    a. Tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
    b. A charge for an activity, class, program, that meets the criteria of a non curricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs;
    c. A charge for a school breakfast or lunch;
    d. A fine for improper use of school property, including a parking violation; or
    e. A fine for replacement of damaged or lost school property in accordance with Utah Code Ann. §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 interests 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.
2) No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.

D. Fee Waiver Administrator
   1. The Executive Director shall designate at least one person at the appropriate administrative level to act as the "Fee Waiver Administrator." The designated individual shall:
      a. Be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
      b. Work in an appropriate setting to facilitate confidential conversations and documents.
   2. The Fee Waiver Administrator shall be responsible to:
      a. Review fee waiver applications and verification documents;
      b. Grant or deny fee waiver requests;
      c. Compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and
      d. Report fee waiver information.
   3. A student may not assist in the fee waiver approval process.

E. Fee Waiver Application Process
   1. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
   2. The application for fee waiver shall be included on each school's website.
   3. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
   4. 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.
   5. A student must reapply for a fee waiver each school year.
   6. If a student or their family experiences a change of financial circumstances so that the waiver eligibility no longer exists or that the eligibility does exist, the Fee Waiver Administrator may charge or waive a proportional share of the fees for a reduced fee for the remainder of the fee waiver period.
   7. Students may turn fee waiver applications into the finance office any time before October 1st. Students enrolled after October 1st may turn a fee waiver application into the finance office within 30 days of their enrollment.

F. Fee Waiver Eligibility Verification
   1. 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:
      i. The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
         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/

schoolfeeshttps://schools.utah.gov/schoolfees/ on the fee waiver application form;

2) All income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.

c. The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.

d. The student's family receives Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (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 which may be in the form of an electronic screenshot of eligibility determination or status.

e. 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 case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

2. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.
3. The 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.
4. The school may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.

G. Service In Lieu of Fees

1. ALA may allow a student to perform service in lieu of a fee, but service in lieu of a fee may not be required. ALA may allow a student to perform service in lieu of a fee if the service assignment is appropriate to the:
    a. Age of the student;
    b. The physical condition of the student;
    c. Maturity of the student;
    d. The service is consistent with state and federal laws, including section 53G-7-504 and the Federal Fair Labor Standards Act, 29 U.S.C. 201;
    e. The service can be performed within a reasonable period;; and
    f. The service is at least equal to the minimum wage for each hour of service.
2. A student who performs service may not be treated differently than other students who pay a fee.
3. 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.

H. Notification of Eligibility

1. 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.
2. 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.
3. 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.
4. During an appeal the requirement that the fee be paid is suspended.

I. Appeal of Fee Waiver Denial
    1. A 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 Business Administrator within [10] school days of receiving notice of denial.
    2. The school shall contact the parent within [two (2) weeks] after receiving the appeal and schedule a meeting with the Business Administrator to discuss the parent's concerns.

CREDIT RECOVERY & REMEDIATION

A. LEAs are required to provide remediation courses to secondary students who do not meet competency levels in English, Mathematics, Science, or Social Studies.
B. LEAs are also permitted to charge a fee for participation in these courses as provided in 53G-9-803.
C. LEAs may also make credit recovery courses available to secondary students who need to repeat or retake a course in order to graduate. As participation in these classes increases a student's competency levels and helps them to meet graduation requirements, any charge associated with these courses is considered a fee.
D. These fees shall be listed on the LEAs fee schedule and are subject to fee waivers.

COLLECTION OF SCHOOL FEES

A. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.
B. A student may not collect or receive student fees from other students or parents.
C. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
    1. Exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or [LEA] during the regular school day;
    2. Refuse to issue a course grade; or
    3. Deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.
D. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.
E. A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.
F. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with 53G-8-212(2)(a).
G. Notwithstanding Subsection 4, a school may not withhold any records required for student enrollment or placement in a subsequent K-12 school.

BUDGETING AND SPENDING REVENUE REQUIREMENTS

A. The school shall follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.
B. The school shall:

1. Establish a spend plan that provides students, parents, and employees transparency by identifying a fee's funding uses.
2. Establish a spend plan that identifies the needs of the activity, course, or program for the fee being charged and shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

FUNDRAISING

A. Any fundraising activity must be approved and conducted in accordance with ALA's Fundraising Policy.
    1. A school may not authorize, establish, or allow for required individual fundraising.
    2. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
    3. A school may allow for group fundraisers.
B. A school shall not deny a student membership in or participation on a team or group or in an activity based on the student's non-participation in a fundraiser.
C. Schools seeking to use alternative methods of raising revenue must comply with ALA SF's Fundraising Policy and UAC R277-113.

DONATIONS IN LIEU OF FEES

A. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school and receipt of the donation will not affect participation by an individual student.
B. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.
C. Actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.

SCHOOL REPORTING REQUIREMENTS

A. Each school shall maintain records and submit documentation annually of the:
    1. Number of students granted fee waivers
    2. Number of students denied fee waivers
    3. Total dollar amount of all fees charged to the students
    4. Dollar amount of fees waived
    5. Number of students who worked in lieu of fee waivers
    6. Dollar amount of fees collected from students
    7. Dollar amount of fees collected from students for curricular activities
    8. Dollar amount of fees collected from students for co-curricular activities
    9. Dollar amount of fees collected from students for extracurricular activities

TRAINING

The Executive Director or his/her designee shall provide for annual training of school employees on fee related policies enacted by the Board specific to each employee's job function.

REFERENCES

Utah Code R277-407
Utah Code R277-113
UCA 53G-8-212
UCA 52-4-203
UCA 53G-7-603
HB 0309
HB 080
HB 344
FORMS
3270 A In Lieu Service Agreement