



School Fees Forms Packet

School Year 2022-2023



School Fees Notice for Families of Students in Grades 7-12



Utah law permits schools to charge fees in grades seven through twelve.

A student may be charged fees for participation in school classes, activities and programs. A student cannot be requested or required to pay any fee unless that request or requirement has been approved by the local Board of Education and included in the school or district fee schedule.

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 families are unable to pay a fee.

Fee Definition

A fee is defined as something of monetary value that is requested or required by a school for a student to be able to participate in an activity, class, or program that is provided, sponsored, or supported by a school, charter school, or district. This request or requirement can also be implied. Meaning that if something is not required for participation, but there is still an expectation for the student to have that item, it becomes a school fee. Below are some examples of fees:

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Registration fees• Truancy fines• Participation fees | <ul style="list-style-type: none">• Costs of class or team trips (including room, board, and meals)• Entrance fees for school concerts or games• Football summer clinic costs | <ul style="list-style-type: none">• After-school program fees• Instrument rentals |
|--|---|--|

Charges for class rings, yearbooks, school pictures, letter jackets, and similar items are not fees and need 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.

Students may be required to pay fees for concurrent enrollment courses or advanced placement exams. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver. However, the College Board offers a reduction in these costs for those who are eligible.

Fee Waivers

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 designated McKinney-Vento;
- 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 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 anywhere 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 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.*



Fee Waivers *continued*

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 7-12)". 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.

Donations, Confidentiality, and Enforcement of Fees

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.

For further information, contact:

Local school:

Name: _____ Phone: _____

Email: _____ Website: _____

District/Charter School Fees Contact:

Name: _____ Phone: _____

Email: _____ Website: _____



School Fees Poster for Families of Students in Grades 7-12



HELP IS AVAILABLE IF YOU CANNOT AFFORD TO PAY SCHOOL FEES.

State law requires schools 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.

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 designated McKinney-Vento
- 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**. This includes fees for registration, books, classes, sports, clubs, drill teams, trips, gate fees, uniforms, activity cards, lockers, extracurricular activities, team summer camps, etc.

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.

A school may not share a student's fee waiver status with anyone that does not have a need to know.

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.

Utah State Board of Education School Fees Team

Revised March 2022

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Fee Waiver Application

Grades 7-12



- Please read the School Fees Notice (Grades 7-12) before completing this Application!
- 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: _____ Phone number: _____

Basis for Fee Waiver:

| Please check the eligibility that applies: (only 1 is needed) | Verification to submit: * |
|--|--|
| 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. |
| 2. Student receives Supplemental Security Income (SSI, QUALIFIED CHILD WITH DISABILITIES) | • benefit verification documents from the Social Security Administration. |
| 3. Student qualifies for McKinney-Vento. | • verified through the district or charters McKinney-Vento Liaison. |
| 4. 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. |
| 5. Student is in State Custody | |
| 6. 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 may require you to provide verification of eligibility. Please attach your verification documentation to this form when you give this application to your school. The only exception is eligibility for McKinney-Vento.

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 SIGNATURE: _____



COMPLETE THIS PAGE ONLY IF OPTION #6 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, 2022 - June 30, 2023

| Household Size | Yearly | Monthly | Twice Per Month | Every Two Weeks | Weekly |
|---|--------|---------|-----------------|-----------------|--------|
| 1 | 17,667 | 1,473 | 737 | 680 | 340 |
| 2 | 23,803 | 1,984 | 992 | 916 | 458 |
| 3 | 29,939 | 2,495 | 1,248 | 1,152 | 576 |
| 4 | 36,075 | 3,007 | 1,504 | 1,388 | 694 |
| 5 | 42,211 | 3,518 | 1,759 | 1,624 | 812 |
| 6 | 48,347 | 4,029 | 2,015 | 1,860 | 930 |
| 7 | 54,483 | 4,541 | 2,271 | 2,096 | 1,048 |
| 8 | 60,619 | 5,052 | 2,526 | 2,332 | 1,166 |
| For each additional family member, add: | 6,136 | 512 | 256 | 236 | 118 |

