

# Provo City School District

## Policy Series 6000: Finances and Operations



6160 P1

### School Fees and Fee Waivers

#### I. Fee Overview

Provo City School District is committed to following the school fee process prescribed by Utah Code 53G-7-5 and Utah State Board of Education Rule 277-407. Utah State law allows for school districts to charge fees for school activities as described in the 1994 Third District Court permanent injunction.

A fee means a charge, expense, deposit, rental or payment, required directly or indirectly, for participation in any school sponsored activity, including money, goods or services. Fees include money or something of monetary value raised by a student or family through fundraising. Charges related to field trips or travel, including lodging, admissions, transportation and food, are all considered fees. Classroom supplies, materials and textbooks may be considered fees. Any required school clothing, shoes, or specific materials are considered fees.

Fees do not include yearbooks, school lunch/breakfast, fines, optional projects, optional school clothing/supplies, refundable deposits and charges for participation in non-curricular clubs/activities.

Guidelines for fundraising and donations are delineated in policy 6110 Donations and Fundraising. All guidelines therein must be followed in conjunction with school fees.

All fees are subject to fee waiver.

Project-related courses, projects required for course completion are subject to fee waivers. Optional project materials or upgraded materials for the required project are not subject to fee waiver.

Teachers will avoid offering high cost projects or requiring additional projects.

District schools/employees may not charge any fees unless they have been approved by the board.

No fees 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.

An elementary school or teacher may provide a list of suggested supplies or request donations for a class. All donations must be voluntary. Lists of suggested supplies or requests for donations should include the following statement:

*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.*

Fees may be charged for extra-curricular activities at elementary schools not held during the school day, as long as the activity is not required. Fees for extra-curricular activities are subject to fee waiver.

## **II. Fee Setting Process**

Secondary school administrators will evaluate each class fee annually and submit any proposed fee changes to the district business office no later than the second Friday in January each year.

Principals will encourage public participation in the fee-evaluation process. Any fee charged for the next year will be added to the fee sheet, including any planned travel for classes/activities. All planned fundraising proceeds must also be included on the fee sheet.

Proposed fees will include a spend plan detailing the planned use of fee proceeds.

Fees cannot be increased to cover costs for fee waiver students. School employees can request donations from families to help cover costs for fee waiver students.

School administrators will make every effort to standardize fees between schools. Differences between fees at schools will be detailed on the spend plan.

District administrators and members of the board will evaluate school fee policies and procedures each year to determine whether all applicable laws and rules are being followed.

Public participation is welcomed and encouraged in the fee-approval process. District administration shall notify parents annually of the dates of the two regularly scheduled, noticed board meetings where public input will be allowed in regards to school fees.

The Provo City School District Board of Education will approve the fee sheet before April 1 of each year.

The board will annually approve maximum activity costs and a maximum per student cost. No activity will be permitted to charge more than the listed maximum and no student will be permitted to be charged more than the student maximum. Maximum fees should include planned fundraising proceeds associated with participation in a class or activity.

The maximum per-student fee will include four extra-curricular activities. If students/parents decide to enroll their students in more than four activities, the full amount of those activities will be borne by the students/families. Extra activities will still be subject to fee waivers.

District business officials will post all fees and spend plans each year on the district School Fees page. Each school will post a link to the district page on their website. The district School Fees site will have all fees listed, along with maximum activity costs and the per student maximum. All applicable forms and policies will also be available.

Schools will provide a summarized fee sheet with the annual registration material. Links will be

provided on the summary sheet that leads to the detailed fee sheet on the district website.

If more than 20% of a school's population speaks another language, the fee sheet will be translated into that language. School administrator will provide translators for families who speak other languages.

Any requested amendments to the school fees must be approved by the board following the same procedure for original approval.

### **III. Fee Collection**

School financial secretaries will accurately report collected school fees in specific activity accounts set up in their school accounting software. Fees/fundraising/donations will be accurately reported using revenue codes prescribed by the Utah State Board of Education.

Fees collected will only be deposited in appropriate activity accounts. Fees will not be transferred between accounts unless documentation of class change with corresponding fees is provided. Fees for dropped classes or students who withdraw will be refunded to the parent/guardian at a prorated rate depending on days of attendance.

When school extra-curricular activities are canceled, schools will make every effort to get refunds for purchases made. Refunds for fees paid (not including fundraising) will be issued based on fees not already spent.

School administrators may make installment plans available to families in order to pay fees throughout the year.

Schools may pursue reasonable methods to collect fees for students. Students may not be excluded from any activities, either curricular, extra-curricular, or non-curricular for non-payment of fees.

Schools may not withhold grades or transcripts for non-payment of fees, unless willful loss, damage, or willful defacement to school property has occurred. Once a student or parent has paid for property damages, grades and/or transcripts must be given.

Students will not be given work-in-lieu options unless approved by the District Business Office.

### **IV. Fee Waivers**

All school fees are subject to fee waivers. Items not subject to fee waiver are yearbooks, personal consumables (letterman jacket, class rings, optional school clothing), school lunch/breakfast, fines, charges for AP tests, non-curricular clubs, refundable deposits and damages to school property.

Each school will designate at least one person at appropriate administrative level as "Fee Waiver Administrator" who will verify information and grant fee waivers.

Income levels used will be determined annually by the district superintendent using guidelines provided by the Utah State Board of Education.

All students who qualify for Social Security benefits (other than survivor benefits), receive TANF (Temporary Assistance for Needy Families) funding, or are in state custody or are foster kids automatically receive fee waivers. Fee waiver administrators can grant fee waivers for special extenuating circumstances.

Parents must fill out fee waiver application form provided by the Utah State Board of Education annually. Along with the application, parents must provide income verification (pay stubs, tax returns, etc.). Fee waiver administrator will review application and documentation and either grant or deny a fee waiver.

Appeals for fee waiver denials will be submitted to district superintendent. Parents will be notified in writing regarding fee waiver denials, including why the denial was made.

Fee waiver administrators will document student name, date, school year and whether a fee waiver was granted or denied each year. Income verification documentation should not be kept after fee waiver approval has been granted.

Fee waiver information may only be shared with school financial secretary. School financial secretary will not provide any fee waiver information to staff or faculty.

Fee waivers must be applied for each year. Fee waivers must be applied for before October 15th of each year. Refunds will not be given after the application cutoff date. Schools will provide fee waiver information to families in the registration packet and with the first account statement each year. New students will have 30 days from date of enrollment to submit fee waiver application.

Schools may re-open the fee waiver application process at the direction of the Superintendent due to unforeseen circumstances, including district-wide or state-wide closures.

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 at the student's school may charge or waive a proportional share of the fees or a reduced fee for the remainder of the fee waiver period.

#### V. Reporting Requirements

Every school principal, along with the board president, will annually certify that school fees rules are being followed.

All schools will maintain records to submit to the district business office, including:

Number of students granted fee waivers

Dollar amount of fee waivers

Dollar amount of fees collected for curricular, extra-curricular, and co-curricular activities

The district business office will provide training annually on school fees requirements.

Utah Code 53G-7-5 School Fees

Utah Administrative Code Rule R277-407

Approved by Board of Education: February 9, 2021