



Fee Waiver Policy

I. PURPOSE

The purpose of this policy is,

- A. to permit the orderly establishment of a reasonable system of fees,
- B. to provide adequate notice to students and families of fee and fee waiver requirements and,
- C. to prohibit practices that would exclude those unable to pay from participation in school-sponsored activities.

II. DEFINITIONS

- A. **Fees** - any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods.
 1. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through Providence Hall Charter School (PHCS).
 2. For the purposes of this policy, **charges related to the National School Lunch Program are not fees.**
 3. Fully or partially enrolled fees, curricular/course fees, non-waivable fees, and extracurricular fees for PHCS Junior High and High School are approved annually.
- B. **Provision in Lieu of Fee Waiver** - an alternative to fee payment and waiver of fee payment.
 1. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision in lieu of fee waiver.
- C. **Student Supplies** - items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in questions and have a high probability or regular use in other than PHCS sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership.
- D. **Optional Project** - a project chosen and retained by a student in lieu of meaningful and productive project otherwise available to the student which would require only school-supplied materials.
- E. **Textbooks** - books, workbooks, and materials similar in function which are required for participation in a course of instruction.
- F. **Waiver** - release from the requirement of payment of a fee and from any provision in lieu of fee payment.

III. GENERAL PROVISIONS

- A. No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the PHCS Board and been distributed in an approved fee schedule or notice in accordance with this policy.
- B. Fee schedules and policies for PHCS shall be approved at least once a year by the PHCS Board in a regularly scheduled board meeting. Provision should be made for broad public notice and participation in the development of fee schedules and waiver policies.
- C. PHCS shall adopt procedures to reasonably ensure that the parent/guardian of each child who attends PHCS receives written notice of all current and applicable fee schedules and fee waiver policies before fees are due.



- D. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.
- E. No present or former student may be denied receipt of transcripts or a diploma for failure to pay fees. A reasonable charge may be made to cover the cost of duplicating or mailing transcripts and other school records. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.
- F. PHCS shall provide, as part of any fee policy or schedule for adequate waivers or other provisions 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.
- G. The fee waiver policy shall include procedures to ensure that:
 - 1. Staff shall administer the fee waiver policy and grant fee waivers;
 - 2. The process for obtaining waivers or pursuing alternatives is administered fairly and objectively.
 - 3. Fee waivers or other provisions in lieu of fee waivers are available to all students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, or foster care, and others whose parents/guardians are financially unable to pay.
 - 4. Textbook fees are waived for all eligible students in accordance with S53-13a-4 of the Utah Code.
 - 5. Parents/guardians are given the opportunity to review proposed alternatives to fee waivers.
 - 6. An appeal process is available, including the opportunity to appeal to the PHCS Board or its designee.
 - 7. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, this fee policy shall be designed to place a reasonable limit on student expenditures for school sponsored activities, including expenditures for activities, clubs, clinics, travel, and subject area and vocational leadership organizations whether local, state or national.
- H. Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participants in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups, are fees requiring approval of the PHCS Board
- I. The requirements of fee waiver and availability of other provision in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. Schools may pursue reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.
- J. Charges for class rings, letter jackets, and similar articles are not required for participation in a class or activity are not fees and are not subject to the fee waiver requirements of this policy.

IV. FEE WAIVER PROCEDURE

- A. Fees, as established by the PHCS Board, will be waived in accordance with the Utah State Board of Education House Bill 183.
- B. Fee waivers are for students whose parents/guardians verify evidence of inability to pay. Inability to pay is presumed for those who are in state custody, foster care, receiving public assistance with dependent children, supplemental security income, and etc.
- C. Qualifying for free or reduced lunch does not qualify a student for a fee waiver.



- D. Even if the student has qualified for free or reduced lunch, the parent/guardian has to qualify each year through the school for a fee waiver separately from free or reduced lunch by following the process below in F.
- E. Each building principal shall designate an administrator to handle and process fee waivers. A student desiring a fee waiver will provide that administrator proof of state assistance or verifying the need for the waiver.
- F. Fee Waiver Application Process
 1. A parent/guardian must apply at the school for a fee waiver by filling out the Fee Waiver application (Grades 7th-12th)
 2. Copies of the prior month's pay stub or copies of the previous year's income tax return must be attached to the fee waiver application according to the directions on the application.
 3. All fee payments will be suspended until the school has determined if the student is eligible for a fee waiver.
 4. The designated administrator will check the provided income documentation with the eligibility scale and make a decision to accept or reject the fee waiver.
 - a. When checking income tax forms look at the line with Total Adjusted Income for verification.
 - b. When checking pay stubs, look carefully at how they are paid for verification.
 5. The administrator will give written notice of the decision on the Fee Waiver Decision and Appeal Form. The decision can be appealed to the school principal. The principal's decision may be appealed to the PHCS Board designee.
 6. All income documentation shall be destroyed immediately after the fee waiver decision is made. The fee waiver form can be kept in a confidential student file, but not the income documentation. Schools may transfer fee waiver information with the student when he/she transfers to another school.
 7. Case-by-case determinations shall be made for those who do not qualify based on one of the standards named in III. B.; for example, those who have extenuating circumstances (loss or substantial reduction of income, extraordinary medical expenses, etc.) or are not reasonably capable of paying fees.
 8. Alternatives for payment of fees in lieu of fee waivers can be arranged with a parent/guardian and/or student according to individual circumstances (i.e., tutoring of students, janitorial work, assisting teachers before and after school, installment payment plan). Parents/guardians are given the opportunity to review proposed alternatives to fee waivers.
 9. Students who have been granted fee waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need to know.

V. ELEMENTARY STUDENT STANDARDS

A. Classes and Activities During the Regular School Day

1. No fee may be charged in kindergarten through 6th grade for materials, textbooks, supplies, or for any class or regular school day activity, including assemblies, and field trips.
2. Fees may be charged to students in 6th grade only if the student attends a school that includes grades 7th, 8th, 9th, 10th, 11th, or 12th. All school materials and information, including PHCS Board approved fees and parent/guardian information, shall include notice that fees may be charged to 6th graders and fee waiver requirements apply.
3. If a class is established or approved which requires payment of fees or purchase of materials, tickets to events, etc., in order for students to participate fully and to have



the opportunity to acquire all skills and knowledge required for full credit and highest grades, the class shall be subject to the fee waiver guidelines.

4. Students of all grade levels may be required to provide materials for their optional projects, but a student may not be required to select an optional project as a condition for enrolling in or completing a course. Project-related courses must be based upon projects and experiences that are free to all students.
5. PHCS shall provide school supplies for K-6th students. A K-6th student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student through careless or irresponsible behavior.
6. PHCS Elementary may provide to its parents/guardians a suggested list of supplies. The following language must be included at the beginning of the note: "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."

B. School Activities Outside the Regular School Day

1. Fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day.
2. Fees related to extracurricular activities may not exceed the limits established by the PHCS Board.