



APA Official Fees Notice For Families of Students in Grades Seven through Twelve

Utah law permits the charging of fees in grades seven through twelve for school materials, supplies, activities and programs during school or after school. Fees may be charged to students in sixth grade if the student attends a school that includes grades 7, 8, 9, 10, 11, or 12. 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.

If a class is established 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 provisions of Utah Administrative Code R277-407-6. In addition, fees may be charged in connection with any school-sponsored program or activity which does not take place during the regular school day 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 regular school day. Such fees are also subject to the fee waiver requirement.

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 Governing Board and distributed in an approved fee schedule. Fee schedules and policies for the school are adopted each year in a regularly scheduled public meeting of the Board.

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, APA provides for adequate waivers or other provisions in lieu of fee waivers.

Students may be eligible for fee waivers under the following conditions:

- income verification;
- the student receives Supplemental Security Income (SSI) (only the student who receives the SSI benefit qualifies for fee waivers);
- the family receives Temporary Assistance for Needy Families (TANF) (currently qualifies for financial assistance or food stamps) Supplemental Nutrition Assistance Program (SNAP);
- the student is in foster care under Utah or local government supervision; or
- the student is in state custody.

Parents or guardians of a student applying for a fee waiver are required to provide documentation and certification to the school verifying that the student is eligible to receive the waiver. Verification shall be in the form of income tax returns or current pay stubs. In lieu of income verification, supporting documents shall be required for each special category:

- for TANF, a letter of decision covering the period for which fee waiver is sought from Utah Workforce Services;
- for SSI, a benefit verification letter from Social Security;
- for state custody or foster care, the youth in custody required intake form and school enrollment letter or both provided by the caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.



If the above criteria are not met but you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, your child might be eligible for a fee waiver.

Fee waiver eligibility documentation is not required annually but may be required at any time by the school or a parent may ask for review for good cause. For the protection of privacy and confidentiality APA does not retain required fee waiver verification documents. Schools may transfer fee waiver eligibility information to other schools to which students advance or transfer.

If a student is eligible for waivers, textbook fees must be waived; no work alternative is permissible. A student may however, be offered a work alternative to a waiver for all other kinds of fees. If a parent or guardian of an eligible student asks to pay fees in installments instead of having all or part of the fees waived, an alternative method of payment can be arranged for everything but textbook fees.

You may apply for fee waivers by submitting the Fee Waiver Application. A copy of the application is included with this notice. The fee requirement will be suspended until a final decision has been reached about your student's eligibility for fee waivers. If your student is eligible for fee waivers, all fees must be waived, including--but not limited to--the following:

Fees for registration, textbooks, textbook and equipment deposits, school supplies, activity cards, extracurricular activities, and school lockers; lab fees; costs for uniforms, costumes, clothing, and accessories, and other than items of typical student dress, which are required for participation in school programs.

If the application for waiver is denied, you will receive a Decision and Appeal Form. The Form will tell you why the application was denied, and explain how to appeal the decision. Denial of eligibility for a waiver may be appealed in writing to the school Administrative Director within ten (10) school days of receiving notice of denial. The school shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the school principal to discuss the parent's concerns. If after meeting with the school Administrative Director the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial, to the School Director. Remember to always keep a copy for yourself. If you appeal a denial of fee waivers, you are not required pay the fees until the appeal is decided.

School Administrative Directors may require waiver eligible students to perform a work assignment or community service as payment-in-kind in lieu of a fee waiver. Alternatives to waiving school fees may include such things as a reasonable requirement for community service or an assignment to help on a fundraiser. Students given work alternatives will not be treated differently from other students or identified to persons who do not need to know. The work will be appropriate to the age, abilities, and situation of the student and won't subject them to embarrassment, ridicule, or humiliation. The work will be a fair exchange of time for the value of fees to be waived. Parents are to be given the opportunity to review proposed alternatives to fee waivers.

School funds are limited, and as a result, we may ask you for tax-deductible donations of school supplies, equipment, or money, but we don't *require* donations. No student will be penalized for not making a donation.

All students involved in a program for which funds are being raised will be invited to participate in the fundraiser, not just those who are eligible for fee waivers. All participants in the fundraiser will share in

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the earned benefits. Participation in the fundraiser may be required for those who have requested fee waivers. If a fee-waiver eligible student has already performed a community service requirement covering all of the fees in question, then additional fundraising shall not be required of that student unless all students are subject to the same requirement. Quotas won't be used. Students will be encouraged to make a good-faith effort. If a student makes the requested effort, but sufficient money is not raised in the fundraiser to cover all charges for the school activity and the activity will go forward and the difference between the fee-waiver eligible student's share of the proceeds and the actual amount of the fee will be waived.

Regardless of whether you have paid fees, donations, and contributions or not, or have applied for, received, or been denied waivers, your name is confidential and cannot be disclosed to anyone lacking both a right and a need to know the information. 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.

Charges for class rings, yearbooks, school pictures, letter jackets, and similar items are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and will not be waived. Students may be required to pay fees for concurrent enrollment or advanced placement courses. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver.

APA will pursue reasonable methods to collect fees, but can't exclude students from school or withhold official student records including written or electronic grade reports, diploma, or transcripts for fees owed. APA may withhold the official student records of a student responsible for lost or damaged school property, but may not withhold a student's records that would prevent a student from attending school or being properly placed in school.

If you have questions or would like clarification, please speak with your school secretary or your Administrative Director.