



POLICIES AND PROCEDURES

Policy: STUDENT FEES AND WAIVERS

Index: Student Services

Monitoring: Annually

1. PURPOSE

The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) complies with all state and federal laws regarding student fees and waivers.

- 1.1. Many expenses in the operation of schools are beyond the ordinary costs of education, such as, but not limited to yearbooks, clubs, travel and tangible products. These are items of cost which may properly be borne by parents and students.
- 1.2. Extra-curricular activities should be financially supported by participating students.
- 1.3. A waiver procedure and appeal process is essential to ensure that students are not denied the opportunity to participate in school activities and educational programs because of the inability to pay fees.
- 1.4. Written notice should be provided to parents/guardians, students, school personnel and the general public regarding school fees and waiver policies.

2. POLICY

- 2.1. Fee schedules and policies for all Spectrum schools shall be adopted during the spring of each year by the Board in a regularly scheduled public meeting. Provision shall be made for public notice and participation in the development of fee schedules and waiver policies. Minutes of meetings during which fee and waiver policies are developed or adopted, together with copies of approved policies, shall be kept on file and made available upon request.
- 2.2. An annual review of the school fee policy will be held.
- 2.3. No school or school employee may establish any student fee or cost not set or approved by the Board.
- 2.4. No student will be denied enrollment in any class during the regular school day for failure to pay school fees.
- 2.5. No student will be denied access to class schedules or school records for failure to pay school fees.
- 2.6. Individual students and parents will be required to pay for damages to textbooks, lab materials and school property beyond reasonable wear and use by students.
- 2.7. A fee shall be equal to or less than the expense incurred by Spectrum Academy to provide for a student activity, course, or program.
- 2.8. An additional fee may not be charged, or a particular fee may not be increased



to supplant or subsidize another fee.



- 2.9. 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, regardless of whether the activity is labeled as curricular, co-curricular or extra-curricular. The actual amount charged may be less.
- 2.10. Beginning in the 2022-2023 school year, fees may not be charged for: a) a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers. "Textbook" means instructional material necessary for participation in an activity, course or program, regardless of the format of the material including: (a) books, printed materials, and consumable workbooks; (b) computer hardware, software, or digital content; and (c) cost of maintenance and replacement as a result of normal use. "Textbook" does not include instructional equipment or instructional supplies.
- 2.11. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees will be placed on Spectrum Academy's fee schedule and are subject to fee waivers. Additionally, beginning with the 2022-23 school year, 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.
- 2.12. Spectrum Academy may charge a fee for instructional equipment or instructional supplies, which are subject to fee waivers.
 - 2.12.1 "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.
 - 2.11.2. "Instructional equipment" includes course related tools or instruments.
 - 2.11.3. "Instructional supply" means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school.
- 2.13. The School shall send out a registration cost form to each student before registration, along with fee waiver policies and procedures of obtaining waivers and appeals for denial of waiver.
- 2.14. Fees may be charged, subject to provisions of fee waivers, in connection with any school- sponsored activity which does not take place during the regular school day, regardless of the age of 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.
- 2.15. 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.
 - 2.14.1. 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.
- 2.14.2. 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.

FEE WAIVER PROCEDURE

Fees, as established by the Spectrum Academy Board of Trustees, will be waived in accordance with the Utah State Board of Education House Bill 183. Fee waivers are for students whose parents or legal 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, SNAP, etc. Qualifying for free or reduced lunch does not qualify a student for a fee waiver.

Even if the student has qualified for free or reduced lunch, the parent has to qualify each year through the school for a fee waiver.

Each building principal shall designate an administrator to handle and process fee waivers. A student desiring a fee waiver will provide to that administrator proof of state assistance or verifying the need for the waiver.

1. A student's parent/guardian, or student who is 18 or older, must apply at the school for a fee waiver by filling out the Fee Waiver application (Grades 7-12) and attach copies of the prior month's pay stub or copies of the previous year's income tax return according to the directions on the application.
2. All fee payments will be suspended until the school has determined if the student is eligible.
3. The administrator will check the provided documentation with the eligibility scale and make a decision to accept or reject.



4. The administrator will give written notice of that decision on the Fee Waiver Decision and Appeal Form. That decision can be appealed to the school principal. The principal's decision may be appealed to the district office designee.
5. All documentation shall be destroyed immediately after the decision is made. The form can be kept in the student's file, but not the documentation. Schools may transfer fee waiver information with the student when he/she transfers to another school.
6. Case by case determinations shall be made for those who do not qualify for one of the standards; 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.
7. Alternatives for payment, in lieu of fee waivers, can be arranged with a student according to the individual circumstances (i.e. tutoring of students, janitorial work, assisting teachers before and after school, installment payment plan). Parents are given the opportunity to review proposed alternatives to fee waivers.
8. Fees may be waived retroactively
9. Students who have been granted 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.

Elementary Students

Students in kindergarten through sixth grade are to be provided, free of charge, and without deposits and rental fees, all educational supplies used in the instruction process.

1. Student supplies must be provided for elementary students. A 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.

Secondary Students

1. Students will furnish their own gym clothing with no specificity other than color or type.
2. Schools may sell student supplies at a fair market price to students in grades 7-12.
3. Fees will be charged as outlined on the fee schedule. All fees can be waived upon proper qualification.
4. Parents and guardians will be notified of the fee schedule prior to the beginning of the school year. New students will receive notice upon intent to register.



DEFINITIONS

"SNAP"- Means Supplemental Nutrition Assistance Program which is administered by the Utah Department of Workforce Services.

"Supplemental Security Income"- Means a benefit administered through the Social Security Administration that provides payments for qualified children with disabilities in low income households.

"Textbook"- Means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material. "Textbook" does not include instructional equipment or instructional supplies.

Spectrum Academy adopts all other definitions set forth in Utah Administrative Code R277-407.



REFERENCES

Utah Code Annotated 53G-7-1304

Utah Administrative Rule [R277-407](#)

RELEVANT LINKS

DOCUMENT HISTORY

Adopted: 6/17/2020

Revised/Reapproved: April, 2021- No changes

April, 2022- No changes

March, 2023- No changes

March, 2024- Added reference to SNAP, awarding waivers retroactively, prohibits withholding school schedules and access to school records for non-payment of fees, added definitions