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# Student School Fee Policy

## 1. Purpose

To establish an orderly system of reasonable fees and provide adequate notice to students and families.

## 2. Procedure

### 2.1. DEFINITIONS

2.1.1. Fee: “Fee” includes money or something of monetary value requested or required by an LEA as a condition to a student’s participation in an activity, class, or program, sponsored, or supported by the school.

2.1.2. Provision in lieu of fee waiver: An alternative to fee payment or waiver of fee payment.

2.1.3 Waiver: Release from requirement of payment of a fee and from any provision in lieu of payment.

2.1.4. School Day: the period from the midnight before, to 30 minutes after the end of the school’s scheduled class time.

*(R277-407-3(a))*

### 2.2. CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY

2.2.1 Lab, and other course-related fees may only be charged to students who attend a secondary level school.

2.2.2. Secondary school students (Grades 6-12) are required to provide their own student supplies, subject to the provisions of Utah Code.

2.2.3. In order to avoid excessive costs to students and where waivers are required, teachers should avoid requirements that involve specific color, size, style, or vendors of items classified as student supplies.

2.2.4 St. George Academy is not responsible for the replacement of damaged materials and or loss of materials or cost of repair.

### 2.3. SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

2.3.1. Subject to the provisions of Utah Code, 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 regular school day.

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## 2.4. GENERAL PROVISIONS

2.4.1. No fee may be charged in connection with any class or school-sponsored or supported activity, unless the fee has been set and approved by the school Board in accordance with this policy. No teacher, administrator, other employee of St. George Academy may approve or require the payment of any fee not listed as part of the school's fee schedule.

2.4.2. Fee schedules and policies for the entire school shall be adopted at least once each year by the school Board in a regularly scheduled public meeting of the board.

2.4.3. St. George Academy will annually review the District fee schedule and policy at the time the budget is considered for adoption.

2.4.4. References for obtaining information about the proposed fee schedule and policy shall be communicated to parents prior to school registration.

2.4.5. No present or former student may be denied receipt of transcripts or a diploma for failure to pay school fees other than a reasonable charge made to cover the cost of duplicating or mailing.

## 2.5. Eligibility for Fee Waiver

2.5.1. Students who qualify under the guidelines adopted by the Board of Education are entitled to waiver of the applicable fees.

2.5.2 Request for waivers shall be handled without unreasonable delay to registration and enrollment. No eligible student or parent shall be denied waivers. A student who has applied for or received a waiver shall not be identified to persons other than those directly involved in gathering or administering waivers.

2.5.3. Proof of eligibility will be determined by the Business Administrator after the parent or guardian of a student applying for a fee waiver provides acceptable eligibility documentation verification.

2.5.4 St. George Academy is not required to keep documentation of a fee waiver application on file after the verification is completed. Sensitive documentation is reviewed at the school level by an appropriate school administrator and immediately destroyed or returned to the person making the submission.

2.5.5. Charges for apparel, letter jackets, and similar articles are not fees and are not subject to the waiver requirements of this policy.

2.5.6. St. George Academy is to ensure that adequate waivers or other provisions are available to guarantee that no student is denied the opportunity to participate because of an inability to pay the required fee, deposit, or charge.

2.5.7. Once the completed waiver has been received by the school a decision is to be made within 45 days.

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2.5.8. In the event the waiver application is denied the party is to be notified within five business days.

2.5.9. If the party is not satisfied with the decision, the appellant may file the appeal with the school Director.

## 2.6. APPEALS

2.6.1. Appeals related to waivers shall be made in the following procedure:

2.6.2. The appeal is submitted to the Director.

2.6.3. The Director is to respond in writing within one week or five business days.

***R277-407 State Board of Education rule requiring the above policy.***