

# Career Academy of Utah

## Fee Waiver Policy

Adopted: February 22, 2022

### Purpose

The Career Academy of Utah adopts this policy to ensure a reasonable fee system to provide educational opportunities for all students. This policy prohibits practices that would exclude those unable to pay from participation in school-sponsored activities as directed by the State Board of Education and Utah State Code § 53G-7-504.

### Policy

#### Definition

**Fee:** Something of monetary value requested or required by the School as a condition to a student's participation in a school-supported or sponsored activity, class, or program provided. This also includes money or goods of monetary value raised by a student or the student's family through fundraising.

**Waiver:** Release from the requirement of payment of a fee and any provision in place of fee payment. Students who have been granted waivers or provisions in place of fee waivers shall not be treated differently from other students or identified to persons who do not need such information.

#### Fee Waiver Provisions

Students may apply for a waiver of any school fees according to procedures set by the Executive Director or School Administration, delegated by the Board to carry out the responsibility of administering this policy.

To ensure that no student is denied the opportunity to participate in a class or activity provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers. Fee waivers or other provisions in lieu of fee waivers will be available to any student whose parent/guardian is unable to pay a fee.

#### Fee Waiver Administration

The designated School Administrator will carry out this policy and review and grant fee waiver requests. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids

stigma, embarrassment, undue attention, and unreasonable burdens on students and parents/guardians. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to the identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C.123g (FERPA) and Utah State Code § 53G-7-504. The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers, and students may not assist in the fee waiver approval process.

### Fee Waiver Eligibility

A student is eligible for a fee waiver if the School receives verification that:

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF funding. If a student's family receives TANF, the School may require a letter of decision covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; or
- (d) The student is in foster care through the Division of Child and Family Services or is in state custody. If a student is in state custody or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

A student who does not qualify for a fee waiver under the previous provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee may also apply. The School may grant a fee waiver on a case by case basis.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family, so fee waiver eligibility no longer exists.

### Fee Waiver Denial Appeal Process

Denial of eligibility for a waiver may be appealed in writing to the School Executive Director or Board within ten (10) school days of receiving a denial notice. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the School

Administration to discuss the parent's concerns. If, after meeting with the School Administration, the waiver is still denied, the parent/guardian may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

Signature:  \_\_\_\_\_  
Name: Todd Bingham  
Title: Chairman of the Board