



4000 Fees & Fee Waivers

Approved: 20 April 2016, Revised 12 December 2019, Revised 18 Jan. 2024

Rule: R277-407, 53G-7-503:505

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

1. **The Utah Constitution prohibits the charging of fees in elementary schools.** A Local Education Agency (LEA) may not require a fee for elementary school activities that are part of the regular school day or for supplies used during the regular school day. This “no fees” requirement includes field trips, snacks, holiday craft projects, and everything else during the school day in elementary schools. Fees may only be charged for programs offered outside of the normal school day.
2. **Non-Fee-Related Charges.** If a parent wishes to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if a student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.
3. **School Lunch Charges.** Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If parents cannot afford to pay, they may be eligible for free or reduced price meals or milk. Applications for free or reduced meals or milk are provided to parents on an annual basis. These applications will also be used to determine eligibility for fee waivers or reductions.
4. **Fee Schedule.** Fees must be on an approved fee schedule (a school’s list of all fees) in order to be charged. The EBLS fee schedule shall include specific components (see UCA §53G-7-505, R277-407-6) and go through a process of notice, public input, and local board approval. After it has been approved, a copy of the fee schedule shall be provided to parents. This fee schedule can be accessed at the bottom of this policy document.
5. **Fee Waiver Criteria.** A student is eligible for fee waiver or reduced fees if an LEA receives verification of any of the following:
 - a. the student qualifies for free or reduced school lunch;
 - b. the student to whom the fee applies receives [Supplemental Security Income \(SSI\)](#);
 - c. the family receives [Temporary Assistance for Needy Families \(TANF\)](#) funding;



- d. the student is in foster care; or
- e. the student is in state custody.

Parents interested in applying for a fee waiver or reduced fees must complete the fee waiver form which is available online or in our main office.

6. **Waiver Confidentiality.** All information provided in the fee waiver application will be kept confidential. The fee waiver process shall be administered fairly, objectively, without delays, and administered to avoid stigma and unreasonable burdens on families. Each applicant shall receive a standard written decision and appeal form in the process.
7. **Donations.** Funding for some programs at EBLS is limited. As a result, tax-deductible donations of school supplies, equipment, or money can be made to EBLS. However, the school cannot require donations or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). If donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have made a donation.
There will be no penalty for families who (do not) make a donation.
8. Decisions regarding fee waivers may be appealed to School officials using the Fee Waiver Decision and Appeal Form. A letter of Notice of Appeal should be sent to the school Principal, explaining the disagreement with the decision not to grant a fee waiver. Within two weeks after receiving the appeal, the Principal will schedule a meeting to review concerns. All requirements for payment of fees will be suspended until the final decision is made regarding the appeal. If the grievance is not resolved by the Principal, a written appeal shall be made to the Governing Board Chair's designee within ten days. Final decisions rest with the Board.
9. Unresolved Grievance
 - a. In the event that the grievance remains unresolved at the termination of this grievance procedure, the grievance is free to pursue such statutory remedy as the law may provide.