

I. PURPOSE

This policy establishes Athlos Academy's state-compliant procedures regarding the waiving of required fees.

II. POLICY

- A. All fees, including those for extracurricular activities held outside of school hours and the regular school year, must be waived for eligible students.
- B. Students may be eligible for a waiver of fees if one of the following conditions are met:
 - 1. Based on family income, the student qualifies for free school lunch under United States Department of Agriculture child nutrition program regulations.
 - 2. The student receives (SSI) Supplemental Security Income.
 - 3. The family receives TANF (currently qualified for financial assistance or food stamps).
 - 4. The student is in Foster Care through the Division of Child and Family Services; or
 - 5. The student is in State Custody.
- C. Additionally, students may request a fee waiver due to extreme financial circumstances, to be issued at the discretion of the Lead School Administrator.
 - 1. Families requesting fee waivers under this provision shall be given an opportunity to meet with the Lead School Administrator privately to discuss this request.
- D. Families will be given a grade-appropriate *Fee Waiver Application* and alerted to their eligibility designation with a *Fee Waiver Decision and Appeal Form*.
- E. All information regarding fee waivers shall be kept confidential.
 - 1. Students eligible for fee waivers are to be able to register at the same time and in the same manner as students not eligible to receive waivers.
 - 2. When practical, staff organizing an activity requiring a fee should not be informed of a particular student's fee waiver eligibility.
 - 3. For activities requiring tryouts or other forms of selection, the persons involved in the selection process are not informed of fee waiver eligibility of any student until selections have been announced and ability to pay shall in no way be used as a selection criterion.
 - 4. Eligibility for fee waivers may not be requested as an item on registration paperwork.
 - 5. Information submitted in connection with fee waiver applications, the names of persons who have or have not paid fees or made donations or contributions, and the names of persons who have applied for, received, or been denied waivers, are confidential.
- F. Requests for fee waivers do not need to be made annually, however, a student's eligibility for fee waivers shall be reviewed at least once during the student's school experience.

III. APPEAL PROCESS

- A. If a fee waiver is denied, an appeal of the waiver request can be submitted to the Lead School Administrator. Appeal forms will be available on the school website and through the school office. The

purposes of the appeal are to:

1. provide parents the opportunity to review proposed alternatives to fee waivers;
2. establishes a timely resolution process, which shall include the opportunity to appeal to the LEA or its designee; and
3. suspend any requirement that a given student pay a fee during any period for which the student's eligibility for waiver is under consideration or during which an appeal of denial of a fee waiver is in process.

Legal References:

[Utah Code § 53G-7-504](#)

[Utah Admins R277-407](#)