
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. Fees are waived for eligible children if a class is established or approved which requires payment of fees or purchase of materials, special clothing, tickets to events, etc., in order for students to participate fully and have the opportunity to acquire all skills and knowledge required for full credit and highest grades.
- C. Students may be eligible for a waiver of fees if one of the following conditions is met:
 - 1. The student is eligible based on income verification;
 - 2. The student receives (SSI) Supplemental Security Income (Qualified Student with Disabilities);
 - 3. The family receives TANF (currently qualified for financial assistance or food stamps);
 - 4. The student is in Foster Care (under Utah or local governmental supervision); or
 - 5. The student is in State Custody.
- D. 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.
- E. Families will be given a grade-appropriate *Fee Waiver Application* and alerted to their eligibility designation with a *Fee Waiver Decision and Appeal Form*.
- F. 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. School personnel may not discuss or determine a person's fee waiver eligibility in the presence of other parents or children.
 6. 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.
 7. No school employee may make any statement to any person lacking both a right and a need to know, or post any list, regarding the payment or non-payment of any fee, contribution, or donation by any student, parent, or guardian (other than appropriate recognition given to a person or organization making a major contribution or donation).
 8. Those determining fee waiver eligibility are responsible for ensuring that supporting documentation is securely destroyed upon determination of eligibility or ineligibility.
 9. Athlos Academy of Utah may transfer fee waiver eligibility information to other schools to which students advance or transfer.
- G. School personnel are prohibited for asking those eligible for fee waivers to consent to delayed or time payment plans as alternatives to fee waivers.
- H. 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.

Legal References:

[Utah Code § 53A-12-101 through 104](#)

[Utah Admins R277-407](#)