
I. PURPOSE

Athlos Academy of Utah requires this policy to permit the orderly establishment of a reasonable system of fee collection.

II. POLICY

- A. In the collection of school fees, Athlos Academy of Utah shall comply with Utah Admin R277-407 and State Tax Commission rules regarding the collection of state sales tax.
 - 1. Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals.
- B. Athos Academy of Utah may pursue reasonable methods to collect fees, but shall not exclude students from school or withhold official student records, including written or electronic grade reports, diplomas, or transcripts, for fees owed.
 - 1. Collection of fees shall always be done in a manner that does not stigmatize or unnecessarily identify those who are eligible for fee waivers or who owe outstanding fees.
- C. All monies paid to the school for fees, fieldtrips, optional projects, picture books, yearbooks, workshops, etc. are to be collected in compliance with the approved fee schedule, *Student Policy 5605 – School Fees*, *Student Policy 5606 – Fee Waivers* approved financial procedures following this policy, and school guidelines by authorized personnel only.
 - 1. No funds are to be collected by unauthorized personnel, educators, or coaches unless authorized by the Lead School Administrator.
 - 2. Fees are to be collected in a manner that does not disclose to student eligibility for fee waivers to staff organizing an activity.
- D. When collecting un-receipted cash, (i.e. vending machine) two people shall be present to collect and account for the monies.
 - 1. All vending machine income must be used for the benefit of students.

Legal References:

[Utah Admin R277-407](#)
[Utah Admin R277-719](#)
[Utah State Tax Commission](#)