

SCHOOL FEES POLICIES

SCHOOL FEES & WAIVERS / FUNDRAISING & DONATION

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Pursuant to action taken by the State Legislature and subsequent rulings on that action by the Utah State Board of Education (USBE), Utah ARTS Academy (UAA) has created an official fee policy and fee waiver guideline. The UAA Board delegates to the Administration of Utah ARTS Academy the responsibility of administering this policy. Please see the current school year fee schedule for up-to-date fees.

School Fees Policy

Like traditional public high schools, charter high schools may require parents and students to bear many of the expenses that are considered beyond the ordinary costs of education. Fees may be charged for conveniences such as travel, extracurricular activities, field trips, or materials and supplies needed for specific courses. UAA does not offer service in lieu of a fee payment.

Notification to Families of Fee Waiver Rights

All parents enrolling their children at UAA will be given the School Fees Notice for Families of Students in Grades Seven through Twelve, the Fee Waiver Application, and the UAA Fee Schedule as required by Utah state law. Fee information, including waivers, will be provided annually in the school's registration materials and at the time of the child's enrollment if after the initial registration period. Fee information, including waivers, will also be available at the school office and on the school's website.

Registration of Students Receiving Fee Waiver

Students who apply for or receive fee waivers will be allowed to register at the same time and in the same manner as would have been the case if waivers were not involved. School personnel are prohibited from asking those eligible for fee waivers to consent to delayed or time payment plans or IOUs as alternatives to fee waivers. Assignment and payment of fees is suspended during the application and appeal process.

Notification of Fee Waiver Status

The Fee Waiver Decision and Appeal Letter is used to notify an applicant about the outcome of a request.

Class Fees Subject to Waiver

Fees are waived for eligible students 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. Advanced Placement examination fees are not subject to fee waivers. The Advanced Placement course fee charged by UAA is subject to fee waivers. Concurrent Enrollment fees charged by the college for college credit are not school fees and are not subject to fee waiver. There may be funding available for socioeconomically disadvantaged students to cover these costs.

Confidentiality of Documentation

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. 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 a 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.)

Collections of School Fees

UAA may make an installment payment plan available to a parent or student to pay for a fee, however, an installment plan may not be required in lieu of a fee waiver. Students may not collect or receive student fees from other students or parents. Students may not assist in the fee waiver approval process.

Donations in lieu of Fees

UAA may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school and receipt of the donation will not affect participation by an individual student. A donation is a fee if a student or parent is required to donate as a condition of the student's participation in an activity, class, or program. UAA may solicit and accept a donation or contribution in accordance with the school's policies. All such requests must clearly state that the donations and contributions by a student or parent are voluntary.

Withholding Grades

The School may not enhance, reduce, or withhold grades or credits, or withhold report cards or diplomas, or other official school records to enforce the payment of fees or donations. The School may permit the withholding of official copies of report cards, transcripts, or diplomas under Utah Code Section 53G-8-212 if fines or other charges for lost or damaged school property have not been resolved.

Approval Process

Families are required to submit the completed Fee Waiver Application (Grades 7-12) along with their most recent three pay stubs or the previous year's tax returns. Other documentation, as stated on the Fee Waiver Application (Grades 7-12) may also be submitted as proof, depending on how the applicant chooses to qualify. If a family cannot produce the required documentation, the Director or School Fees Secretary will review documented special circumstances to approve fee waivers if the family does not meet standard guidelines. The documentation will be reviewed and approved or denied by the Director or School Fees Secretary. The School Fees Secretary will notify the parent of approval or denial status through the Fee Waiver Decision and Appeal Letter. Fee Waiver applications are to be turned in each school year to the School Fees Secretary.

Appeal Process

Families may appeal the decision to deny a fee waiver request by submitting the appeal form included with the denial to the school principal within 10 school days of receiving notice of denial. The appeal form is also available in the school office and on the school's website. The school shall contact the parent within two weeks after receiving the appeal and schedule a meeting with the principal. If after the meeting, the waiver is still denied, the parent may appeal, in writing, to the school Director, within 10 school days of receiving notice of denial.

Miscellaneous Fees

Fines are not fees and cannot be waived. Fines may be charged for damaged school property, parking tickets, and other such items. Refundable deposits may be charged to ensure the return or replacement of loaned tangible items. Charges for class rings, yearbooks, school pictures, monogrammed clothing, and similar items are not fees. They are optional purchases and are not eligible for fee waivers.

FUNDRAISING & DONATION POLICIES

Fundraising guidelines for UAA will be as follows:

All fundraising activities for UAA (over \$1000) can be reviewed by the Financial Oversight Committee of the school, with a final review by the principal and approval by the Board of Directors in regularly scheduled meetings and in compliance with the Utah Constitution governing state agencies. This includes fees and fee waivers (as determined by USBE guidelines), and applies to fundraising event programs, policies, and practices relating to fundraising by teachers, parents, student clubs, and private individuals (donations). Fundraising activities shall be conducted with integrity and compliance with established guidelines that are not in violation of Utah Code mandates (R-277-407). All fundraising events shall follow the same cash-handling procedures and receipting procedures as listed in this policy.

Use of the school's tax exempt number for fundraising events must be approved by the principal, vice principal, or business manager in advance of the fundraising event.

Only approved personnel, to be determined by the administration of the school, shall be authorized to conduct fundraising activities on behalf of UAA. No one other than approved school officials shall have access to school-controlled bank accounts and procedures. No students shall have access to bank accounts or bank cards, nor shall they be given authorization or information to access school purchasing procedures at any time for any purpose.

No one shall enter into a fundraising contractual agreement without approval of the Financial Oversight Committee and/or with final approval of the principal and business manager. This policy applies to teachers, students, and parent organizations.

Donation guidelines for UAA will be as follows:

Donations and gifts designated for UAA must be approved by school administrators before a donation receipt is rendered. Values shall not be determined by school officials, other than cash. Gifts, goods, materials, and equipment designated for improvement or instructional value are accepted graciously and gladly by UAA and shall be approved by school officials as such. All school-related donations and gifts shall be deemed as such by proper school officials and assigned a tax-exempt status on documentation given to the contributor by the school business manager and/or principal.

Some donation materials may not be suitable to the mission and goals of the school and may be deemed as such by school officials. Compliance with IRS regulations for acceptable donations will be followed closely, with application to Title 63G, Chapter 6, and Utah State Code regulations and approved practices for acceptable donations in R277-113-5(9)(f).