POLICY 5230

Student Fees, Fines, and Charges

A. Purpose

1. The Box Elder School District (BESD) Board of Education adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students unable to pay fees from participation in school- sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

B. Definitions

1. As used in this policy, the following definitions apply:

   a. “Fee” means

      1) something of monetary value

      2) requested or required as a condition to a student’s full participation in or admission to

      3) an activity, class, or program which is provided, sponsored, or supported by a school.

      4) It does not include money or something of monetary value raised by a student or the student’s family through fundraising.

      Utah Code § 53G-7-501(7)(a), (c)(v) (2025)
      Utah Admin. Rules R277-407-2(5) (December 8, 2025)

      5) “Something of monetary value” means a charge, expense, deposit, rental, fine, or payment (regardless of how it is described) in the form of money, goods, or services, whether it is directly or indirectly requested or required.

         Utah Admin. Rules R277-407-2(24)(a) (December 8, 2025)

      6) For example, it includes:

a) Payments to a third party providing a part of a school activity, class, or program; and

b) A fine, unless that fine is within the scope of the definition in Non-Fee Charges, below.

Utah Code § 53G-7-501(7)(b) (2025)
Utah Admin. Rules R277-407-2(24)(b) (December 8, 2025)

7) It does not include a payment or charge for damages which may be reasonably attributed to normal wear and tear.

Utah Admin. Rules R277-407(24)(c) (December 8, 2025)

b. "Requested or required as a condition of a student's participation" means impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

1) Fully participate in school or in a school activity, class, or program;

2) Successfully complete a school class for the highest grade; or

3) Avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:

a) Peer pressure, shaming, stigmatizing, bullying, or the like; or

b) Withholding or curtailing any privilege that is otherwise provided to any other student.

Utah Admin. Rules R277-407-2(19) (December 8, 2025)

c. "Provided, sponsored or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:

1) Is authorized by the District or a District school, according to Board policy; or

2) Satisfies at least one of the following conditions:

a) It is managed or supervised by the District, a District school, or a District employee in the capacity of their District employment;

b) It uses, more than inconsequentially, District or a District school's facilities, equipment, or other resources; or

c) It is supported or subsidized, more than inconsequentially, by public funds, including school activity funds or minimum school program dollars.

3) Is not a noncurricular club as defined by Policy 5260 Student Clubs

Utah Admin. Rules R277-407-2(16) (December 8, 2025)

4) This definition applies regardless of the time or season of the activity, class, or program (for example, summer camps or clinics are sponsored by a school if the foregoing requirements are met).

Utah Admin. Rules R277-407-4(4) (December 8, 2025)

d. "Common education expense" means an expense the District incurs that is related to the delivery of instruction for all courses, unrelated to a specific course, program, or activity. Such expenses include the costs of employing educators and staff, providing capital facilities, and operation and maintenance costs.

Utah Code § 53G-7-501(1) (2025)

e. "Course" means an activity, course, or program conducted primarily during school hours and that the District provides, sponsors, or supports and intends to deliver instruction, including a course in which a student is required to enroll as a condition of participation in a separate extracurricular activity.

Utah Code § 53G-7-501(2) (2025)

f. "Non-fee course" means a course that results in course credit or a course grade within the core standards the Utah State Board of Education establishes for English language arts, health education, mathematics, science, and social studies.

Utah Code § 53G-7-501(12) (2025)

g. "Fee course" means a course that is not a non-fee course.

Utah Code § 53G-7-501(8) (2025)

h. "Personal student supply" means, for a secondary student, an object, tool, material, or supply that is the personal property of a student which, regardless of

the use of the supply in the instructional process, is also commonly purchased and used by persons not enrolled in the class or activity in question and has a high probability of regular use in other than school-sponsored activities.

1) It includes pencils, paper, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership.

2) It excludes any such items if, to create a uniform appearance not related to basic function, the school imposes specific requirements such as brand, color, or a special imprint.

Utah Code § 53G-7-501(13) (2025)
Utah Admin. Rules R277-407-2(15) (December 8, 2025)

i. "Textbook" means instructional material necessary for participation in an activity, course or program, regardless of the format of the material. It excludes school equipment, instructional equipment and instructional supplies. It includes:

1) Hard copy book or printed pages of instructional material, including a consumable workbook; and

2) computer hardware, software, or digital content.

Utah Code § 53G-7-501(19) (2025)

j. "Instructional equipment" means an activity, course, or program-related tool that is required for a student to use as part of an activity, course, or program in a secondary school and becomes the property of the student upon exiting the activity, course, or program. This excludes school equipment, an instructional supply, and a personal student supply for a secondary student.

Utah Code § 53G-7-501(10) (2025)

k. "Instructional supply" means a non-reusable or a consumable material or supply that is necessary to use, expend, or deplete as a component or element of an activity, course, or program in a secondary school. This excludes a personal student supply for a secondary student.

Utah Code § 53G-7-501(11) (2025)

l. "School equipment" means a durable, reusable machine, equipment, facility, or tool owned by a secondary school and used by a student as part of an activity,

course, or program in a secondary school. For example, it includes a saw or a 3D printer.

Utah Code § 53G-7-501(15) (2025)
Utah Admin. Rules R277-407-2(23) (December 8, 2025)

m. "Regular school day" means the same as "school day" as defined in Utah Administrative Code R277-419-2.

Utah Admin. Rules R277-407-2(18) (December 8, 2025)
Utah Admin. Rules R277-419-2(30) (February 7, 2025)

n. "Extracurricular activity" means an activity or program that is not a course that is provided, sponsored or supported by the District or a District school and is not a noncurricular club.

Utah Code § 53G-7-501(6) (2024)

C. Non-Fee Charges

1. Certain items of monetary value provided in connection with students and schools are not considered fees.

2. Student Fines

a. A student fine is not a fee if it is specifically approved by the District and is imposed for one of the following:

1) Failing to return school property;

2) Losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior (including defacing or damaging school property); or

3) Improper use of school property (including a parking violation).

Utah Code § 53G-8-212 (2021)
Utah Code § 53G-7-501(7)(c)(i) (2025)
Utah Admin. Rules R277-407-2(24)(b)(iv) (December 8, 2025)

b. When fines have been assessed to a student for damaging or losing school property, the school shall not exclude the student from school for nonpayment but may withhold a transcript or diploma to obtain payment of such charges

pursuant to the Board policy regarding defacing or damaging school property. However, a school may not withhold student records which are required for student enrollment or placement in a subsequent school. In addition, if the Department of Health and Human Services or a licensed child-placing agency has been granted custody of the student, that student's records, if requested by the department or agency, may not be withheld from the department or agency for nonpayment of damages.

Utah Code § 53G-8-212 (2021)
Utah Admin. Rules R277-407-9(10), (11) (December 8, 2025)

3. Student Records

   a. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. However, no charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.

      Utah Admin. Rules R277-407-6(8)(b), (c) (December 8, 2025)

4. Non-Waiverable Charges

   a. A cost, payment, or expenditure that falls into one of the following categories is not a fee.

      1) A personal discretionary charge or purchase, including:

         a) A charge for insurance, unless the insurance is required for a student to participate in a school activity, class, or program;

         b) A charge for college credit ~~relating to successful completion of a concurrent enrollment class or an advanced placement examination~~ from an institution of higher education or post-secondary related courses; or

         c) A charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item (unless requested or required by the school or District).

      2) A charge which is subject to sales tax.

      3) A charge for school lunch or breakfast.

4) A deposit that is a pledge securing the return of school property which is refunded upon return of the property.

5) A charge for a replacement for damaged or lost school equipment or supplies.

Utah Admin. Rules R277-407-2(14) (December 8, 2025)
Utah Admin. Rules R277-407-3(9) (December 8, 2025)
Utah Code § 53G-7-501(7)(c), (11) (2025)

5. Donations of Supplies to an Elementary School

   a. An elementary school or elementary school teacher may compile and provide to a student's parent a suggested list of student supplies for use during the regular school day so that a parent may furnish, only on a voluntary basis, those the listed supplies for student use. Such a list must include and be preceded by the following language:

      1) *"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."*

   Utah Admin. Rules R277-407-3(1)(c), (6) (December 8, 2025)
   Utah Code § 53G-7-503(2)(b) (2025)

6. Donations

   a. For a donation not to be a fee, it must not affect the participation of an individual student. Donations are generally governed by Policy 5312 Non-School and Private Fundraising and Donations. Donations or contributions may be invited on forms provided to parents of students but must clearly state that donations and contributions are voluntary and are not required for participation in an activity or class.

   Utah Admin. Rules R277-407-8(1) (December 8, 2025)

   b. Students and families may be notified that they may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families. Any such payments are considered donations and are not fees. In order to accept such payments, schools shall require that the payment be clearly designated as made for the purpose of covering the costs of other students.

   Utah Admin. Rules R277-407-9(2)(b) (December 8, 2025)

7. Authorizing Fees

   a. No fee may be charged by the District, a District school, or any District officer or employee unless the fee has been authorized by the Board as required in this policy and applicable law. This includes any and all fees as defined in this policy, including those related to courses and extracurricular activities. Each fee must be individually authorized by the Board.

      Utah Code § 53G-7-503(1)(a), (b) (2025)
      Utah Code § 53G-7-505 (2025)
      Utah Admin. Rules R277-407-3(2) (December 8, 2025)
      Utah Admin. Rules R277-407-6(1) (December 8, 2025)

   b. Prohibited and Permitted Fees

      1) Beginning with the 2025-2026 school year, the District may not charge a secondary student a fee for a non-fee course, except that a fee may be charged to a secondary student for any course for instructional equipment, a school field trip or activity trip or performance (including related transportation, food, lodging, and admission charges or participation fees), school activity clothing, a discretionary project (as provided in the following paragraph), or a competency remediation program in accordance with Utah Code § 53G-9-803.

      2) In project-related courses, projects required for course completion shall be included in the course fee. However, a secondary student may request approval to complete a discretionary project in lieu of or in addition to a required classroom project which demonstrates the intended course competencies of the required classroom project. The school is not required to approve such a request. If the request is approved, the school may charge a fee for the discretionary project, including charges for the materials or activity involved. However, the school may not require such an additional project as a condition for enrolling, completing, or receiving the highest possible grade for a course. Schools shall avoid allowing high-cost additional projects, particularly where authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high-cost project.

      3) A secondary student may be charged a fee for a fee course, including for instructional supplies, the life-cycle replacement costs for school equipment directly related to the fee course, a musical instrument rental, licensing fees

for fine arts intellectual property, or participation in a driver education course described in Utah Code § 53G-10-503 and Policy 4190 Driver Training.

4) A secondary student may be charged for open enrollment application processing in accordance with Utah Code § 53G-6-402(5) and Policy 5010 Admissions Eligibility Requirements.

5) A secondary student may be charged a fee for an extracurricular activity, including for the life-cycle replacement costs for school equipment directly related to the extracurricular activity.

6) A secondary student may be charged a fee for an adult education course in accordance with Utah Code § 53E-10-202. A secondary student may be charged a fee for tuition, college credit, an exam, or a textbook for an Advanced Placement, International Baccalaureate, or a concurrent enrollment course described in Utah Code § 53E-10-302 and Policy 4062 Curriculum: College Course Work.

7) Fees may not be charged for school equipment. Other than as specified above, a fee may not be charged for a textbook. A fee may not be charged for a common education expense. A fee may not be charged that is general in nature or for a good or service that does not have a direct benefit to the student paying the fee.

Utah Code § 53G-7-501(3) (2025)
Utah Code § 53G-7-503(2), (3) (2025)
Utah Admin. Rules R277-407-3(5) (December 8, 2025)

c. Process to Adopt Fee Policies and Schedules

1) The Board shall annually adopt fee policies and a fee schedule in a public meeting held on or before April June 1. The Board shall consult with stakeholders and shall encourage public participation in the development of the fee schedule and of waiver policies. Before taking action to approve the policies and fee schedule, the Board shall provide the opportunity for public comment on the proposed fee schedule during at least two public Board meetings. In addition to the notice required for a regular Board meeting, the Board shall provide notice of these meetings using the same form of communication regularly used by the District to communicate with parents (such as email, text, flyer, or phone call).

Utah Code § 53G-7-505(2) (2025)
Utah Admin. Rules R277-407-6(2) (December 8, 2025)

2) After the annual adoption of the fee schedule, the Board may amend the fee schedule by following the process described in the preceding paragraph (other than the June 1 deadline).

Utah Admin. Rules R277-407-6(3) (December 8, 2025)

3) The Board shall annually review the District's policies on fees and fee waivers.

Utah Admin. Rules R277-407-15(5) (December 8, 2025)

d. Fee Schedules

1) A fee must be included in the Board approved fee schedule in order to be charged.

a) The fee schedule shall include the specific amount for each fee and a spending plan for each fee.

i. The spending plan shall provide transparency to students, parents, and employees by identifying the uses of a fee.

ii. The spending plan shall identify the needs for which the fee is being charged and include a list or description of the anticipated types of expenditures (either during the current fiscal year or as carryover for use in a future year) that are funded by the fee.

b) The fee schedule shall include the maximum fees allowed per activity and per student. If there are multiple fees related to one activity, class, or program, the fee schedule shall include an easy-to-understand delineation of each of the fees and the fee total for the activity, class, or program.

c) The fee schedule shall also include the District's fee waiver policy, including an easily understandable statement informing a parent that a student may be eligible to have one or more fees waived and may appeal a denial of a requested waiver and also specifying the maximum dollar amount of the fees that will be waived for each student.

Utah Code § 53G-7-504(2)(b)(iii) (2026)
Utah Code § 53G-7-505(3)(a) (2025)
Utah Admin. Rules R277-407-6(1)(c) (December 8, 2025)
Utah Admin. Rules R277-407-13(2), (3) (December 8, 2025)

e. Notice of Fee Policies and Schedules

1) The District shall annually publish on each school's publicly available website the fee schedule (including fee maximums), fee waiver policies, the fee waiver application, the fee waiver decision and appeals form and the school fee notice for families. Annual school registration materials shall include a copy of the fee schedule and fee waiver policies, and these materials shall be provided to a parent of a student who enrolls after the initial enrollment period.

2) Beginning with the 2026-2027 school year, school registration materials shall clearly identify the fee for each activity, course, or program alongside the description of the activity, course, or program in the materials.

3) The notices and forms used may be those approved by the State Board of Education, including:

a) For elementary schools:

i. School Fees Notice for Families of Students in an Elementary School

ii. Fee Waiver Application (Elementary School)

iii. Fee Waiver Decision and Appeal Form

b) For secondary schools:

i. School Fees Notice for Families of Students in Grades Seven Through Twelve

ii. Fee Waiver Application (Secondary School)

iii. Fee Waiver Decision and Appeals Form

Utah Code § 53G-7-505(3)(b) (2025)
Utah Admin. Rules R277-407-6(6)(a) (December 8, 2025)

4) If the District's parent or student population in a single written language other than English exceeds 20%, then the District shall also publish the fee waiver policies and fee schedules in that other language. If a student or parent's first language is not English, and the District has not published the policies and fee schedules in that other language, then a District representative will meet

personally with each student's parent or family and make available an interpreter for the parent to understand the policies and fee schedules.

Utah Admin. Rules R277-407-6(6)(b), (c) (December 8, 2025)

D. Standards for Fees

1. In setting fees, the Board shall establish the following maximum fee amounts:

   a. The amount that a school may charge per student for each activity.

   b. The total aggregate amount that a school may charge to a student in fees in a year.

   Utah Admin. Rules R277-407-6(4) (December 8, 2025)

2. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, the Board's fee policies shall be designed to limit student expenditures for school-sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.

   Utah Admin. Rules R277-407-6(9) (December 8, 2025)

3. The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

   Utah Admin. Rules R277-407-6(4)(b) (December 8, 2025)

4. In setting fees, the Board shall establish a dollar amount cap on the total fees which will be waived for a student during the year. In authorizing and allocating funds for classes, programs, and activities that have associated fees, the Board shall take into account this dollar amount cap on individual student fee waivers.

   Utah Code § 53G-7-504(2)(b)(iii) (2026)

5. No fees may be charged for elementary school activities that are part of the regular school day (including assemblies and field trips.) or for supplies a student uses during the regular elementary school day.

6. Fees may be charged to students in grade 6 as secondary students if those students are attending a school that includes any of the grades 7 through 12. A school that provides instruction to students in grades other than grades 6 through 12 may not

charge fees to students in grade 6 unless for those students the school follows a secondary model of instruction.

Utah Code § 53G-7-503(4)(a) (2025)
Utah Admin. Rules R277-407-3(1), (3) (December 8, 2025)

7. Fees may be charged to elementary school students for activities which do not take place during the regular school day so long as participation in the activities is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day.

   Utah Code § 53G-7-503(4)(a) (2025)
   Utah Admin. Rules R277-407-4(1) (December 8, 2025)

8. All fees, including fees for co-curricular and extracurricular activities, must be within the maximum amounts established for the activity by the Board.

   Utah Admin. Rules R277-407-4(2) (December 8, 2025)
   Utah Admin. Rules R277-407-6(1) (b), (4) (December 8, 2025)

9. A fee may not be imposed or increased in order to supplant or subsidize another fee, including to supplant or subsidize a prohibited fee, including the normal expense of delivering instruction in a course. The amount of a fee may not be increased to offset the cost of fee waivers. The fee imposed on a student for a particular activity, course, or program must be directly related to and cannot exceed the expense incurred by the school in providing that activity, course, or program.

   Utah Code § 53G-7-503(1)(c) - (f) (2025)
   Utah Admin. Rules R277-407-9(2)(a) (December 8, 2025)

10. In establishing fee schedules, the Board may also review and consider the following as to each school in the District:

    a. The cost to the school to provide the activity, class, or program;

    b. The student enrollment;

    c. The median income of families within the attendance area or enrolled at the school;

    d. The number and monetary amount of fee waivers (designated by individual fee) annually granted in the prior three years;

e. The historical participation and school interest in certain activities;

f. The prior year fee schedule;

g. The revenue collected from each fee in the prior year;

h. Fundraising capacity;

i. Prior year community donors; and

j. Other resources available (including through donations and fundraising).

Utah Admin. Rules R277-407-6(5) (December 8, 2025)

E. Optional Fundraising for Fees

1. Consistent with Policy 5310 Fundraising, students may avail themselves of optional individual fundraising opportunities to raise money to offset the cost of the student's fees. Required individual fundraising is prohibited. Student membership in or participation on a team or group may not be denied based on non-participation in any kind of fundraiser (individual or group).

Utah Admin. Rules R277-407-10 (6) (December 8, 2025)
Utah Admin. Rules R277-408-2(4) (August 7, 2024)
Utah Admin. Rules R277-408-4(2) (August 7, 2024)

2. Service in Lieu of Fees

a. Students may choose (but may not be required) to perform service in lieu of paying a fee.

Utah Admin. Rules R277-407-2(17) (December 8, 2025)
Utah Admin. Rules R277-407-10(1) (December 8, 2025)

b. If elected by a student, the service assignment shall be determined by the principal or other designee. The assignment shall be appropriate to the age, physical condition, and maturity of the student and service required shall be consistent with the federal Fair Labor Standards Act. The service must be credited at an hourly rate at least equal to the minimum wage and must be able to be performed within a reasonable period. Service assignments may include service within the school, including tutorial assistance to other students and assistance before or after school to teachers and other school personnel on school related matters.

Utah Code § 53G-7-504(6)(a) (2026)
Utah Admin. Rules R277-407-10(2) (December 8, 2025)
Utah Admin. Rules R277-407-15(2) (December 8, 2025)

c. A student who performs service in lieu of paying a fee may not be treated differently than students who pay the fee, and the service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

Utah Admin. Rules R277-407-10(3) (December 8, 2025)

d. Upon request of the student, the student's service credit shall be transferred to another school within the District or to another local education agency.

Utah Admin. Rules R277-407-10(4) (December 8, 2025)

F. Waiver of Fees

1. A "waiver" means a full release from the requirement of payment of a fee and any provision in lieu of fee. (A "provision in lieu of fee" means an alternative to payment of the fee.) All fees are subject to waiver. Non-fee charges (see above) are not subject to waiver.

Utah Code § 53G-7-501(20) (2025)
Utah Admin. Rules R277-407-2(17), (29) (December 8, 2025)
Utah Admin. Rules R277-407-9(1) (December 8, 2025)

2. "Supplemental Nutrition Assistance Program," or "SNAP," means a program, formerly known as food stamps, which provides nutrition benefits to supplement the food budget of low-income families through the Utah Department of Workforce Services.

Utah Admin. Rules R277-407-2(25) (December 8, 2025)

3. "SSI" means "Supplemental Security Income for children with disabilities," which is a benefit administered through the Social Security Administration that provides payments for qualified children with disabilities in low-income families.

Utah Admin Rules R277-407-2(26) (December 8, 2025)

4. "TANF" means "Temporary Assistance for Needy Families," which is a program (formerly known as AFDC) which provides monthly cash assistance and food

stamps to low-income families with children under age 18 through the Utah Department of Workforce Services.

Utah Admin. Rules R277-407-2(27) (December 8, 2025)

5. Eligibility for Waiver

   a. A waiver shall be granted to a student if charging the fee would deny the student the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee.

      Utah Code § 53G-7-504(2)(a) (2026)
      Utah Admin. Rules R277-407-9(3) (December 8, 2025)

   b. A student is eligible for waiver upon providing verification that:

      1) The student qualifies based on income eligibility levels established annually by the State Superintendent;

      2) The student receives SSI;

      3) The family receives TANF or SNAP funding;

      4) The student is in foster care through the Utah Division of Child and Family Services; or

      5) The student is in state custody; or

      6) The student qualifies for McKinney-Vento Homeless Assistance Act assistance.

         Utah Admin. Rules R277-407-11(1), (2) (December 8, 2025)

   c. Fees may be retroactively waived if eligibility is determined to exist before the date of the fee waiver application.

      Utah Admin. Rules R277-407-11(6) (December 8, 2025)

   d. A student who does not qualify based on the foregoing may also be granted a waiver if the student is not reasonably capable of paying the fee based on extenuating circumstances. Such circumstances might include exceptional financial burden, loss or substantial reduction of income, or extraordinary medical expenses.

1) If families have students in multiple secondary schools, administrators will communicate with the other schools that share siblings to ensure these circumstances are handled consistently.

Utah Admin. Rules R277-407-11(4)(b) (December 8, 2025)

e. In the event that circumstances change for a student or family such that fee waiver eligibility no longer exists, the school may charge a proportional share of a fee or a reduced fee reflecting the change in eligibility.

Utah Admin. Rules R277-407-11(5) (December 8, 2025)

6. Process for Waiver

a. The principal, or the principal's designee, shall review and make decisions regarding fee waiver requests, verifying eligibility as required (including obtaining the required documentation). The decision shall be made promptly and if possible before the fee becomes due. A family may not be subjected to unreasonable demands for re-qualification.

Utah Code § 53G-7-504(2)(b) (2026)
Utah Admin. Rules R277-407-6(7)(a) (December 8, 2025)
Utah Admin. Rules R277-407-9(4), (8)(b) (December 8, 2025)
Utah Admin. Rules R277-407-11(4)(a) (December 8, 2025)

b. Parents shall be provided the opportunity to review available provisions in lieu of fee payment.

Utah Admin. Rules R277-407-9(9)(a) (December 8, 2025)

c. The waiver process shall be administered fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents. There shall be no visible indicators which could lead to identification of waiver applicants. The privacy requirements of FERPA apply and shall be followed. Other students may not assist in the waiver approval process. Students who receive a waiver may not be treated differently than other students. Students who receive a waiver may not be identified to other students and may not be identified to any other person (including staff members) who do not need to know of the waiver.

Utah Admin. Rules R277-407-8(5), (6), (7) (December 8, 2025)
Utah Admin. Rules R277-407-15(1) (December 8, 2025)

d. The waiver application and associated required documentation shall incorporate and conform to the regulations issued by the State Board of Education, which will specify the forms of documentation and verification which are acceptable.

Utah Code § 53G-7-504(8) (2026)

e. In lieu of income verification, the school may rely on the following alternative forms of verification:

1) If the student's family receives TANF or SNAP, an electronic copy or screenshot of the student's family's eligibility determination or eligibility status from the Utah Department of Workforce Services which covers the period for which waiver is sought;

2) If the student receives SSI, a benefit verification letter from the Social Security Administration;

3) If the student is in state custody or in foster care, either or both of the following when provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department:

a) The youth in care required intake form;

b) The school enrollment letter;

4) If the student qualifies for McKinney-Vento Homeless Assistance Act assistance, verification from the District's McKinney-Vento liaison.

Utah Admin. Rules R277-407-11(3) (December 8, 2025)

5) The principal or designee may grant a full or partial waiver or deny the request. Upon determination by the principal or designee, the parent shall be provided a written decision using the standard written decision and appeal form authorized by the State Board of Education. A full or partial denial decision shall include the reasons for the denial and give notice of the procedure to appeal the decision.

Utah Admin. Rules R277-407-6(7)(b) (December 8, 2025)
Utah Admin. Rules R277-407-15(1)(e) (December 8, 2025)

6) Appeals of the principal's decision on the granting of fee waivers may be made to the superintendent. Appeals of the superintendent's decision may be made to the Board.

Utah Admin. Rules R277-407-9(9)(b) (December 8, 2025)

7) The requirement that a student pay a fee shall be suspended during any period when the student's eligibility for waiver is being determined or when an appeal of a denial of waiver is in process.

Utah Admin. Rules R277-407-9(9)(c) (December 8, 2025)
Utah Admin. Rules R277-407-15(1)(f) (December 8, 2025)

f. Addressing the Effect of Waivers

1) The District shall identify and address potential inequities due to the impact of the number of students who receive waivers with each of the District's schools. The Board shall distribute the impact of fee waivers among the schools of the District so that no school carries a disproportionate share of the District's total fee waiver burden.

Utah Admin. Rules R277-407-13(4) (December 8, 2025)

G. Fee Waivers for School Trips

1. A "school trip" is a school-sponsored travel activity of two or more nights that requires a student to pay a fee for participation in the activity, except it does not include such a travel activity when the travel is associated with an in-state activity sponsored by the Utah High Schools Activities Association or other association as defined in Utah Code § 53G-7-801.

Utah Code § 53G-7-504(1)(b) (2026)
Utah Code § 53G-7-801(1) (2023)

2. An "action plan" is a written agreement between a principal and a student that outlines specific, reasonable steps the student will take to contribute to the school or community in exchange for a fee waiver for a second school trip.

Utah Code § 53G-7-504(1)(a) (2026)

3. A fee waiver may not be granted to a student for more than two school trips per year. The limit on fee waivers for school trips does not prevent a student who

receives waivers for two school trips from participating in additional school trips, but the student must pay the fees for such additional trips in order to participate.

Utah Code § 53G-7-504(2)(b)(ii), (5) (2026)

4. To receive a fee waiver for the second trip, the student must meet with the principal or person designated by the principal and develop an action plan that includes school-related contributions, including performing custodial work, participating in school-related service programs, or completing other contributions that the principal or designee approves. The action plan shall match a student's abilities and availability, consider a student's individual circumstances, specify the type and duration of the contribution to the school or community, and avoid interference with a student's academic or personal responsibilities.

   Utah Code § 53G-7-504(3), (4) (2026)

H. Fee Collection

1. Students may not be involved in the collection of fees.

   Utah Admin. Rules R277-407-15(1)(d) (December 8, 2025)

2. The school may allow a fee to be paid through an installment payment plan. However, such a plan may not be required in lieu of a fee waiver.

   Utah Admin. Rules R277-407-10(5) (December 8, 2025)

3. The District may pursue reasonable methods of collecting fees. However, the District may not, as a result of unpaid fees:

   a. Exclude a student from school or from an activity, class, or program during the regular school day;

   b. Refuse to issue a course grade; or

   c. Withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts.

   Utah Admin. Rules R277-407-6(8)(a) (December 8, 2025)
   Utah Admin. Rules R277-407-9(10) (December 8, 2025)

4. If the school has been provided with a copy of a court order allocating responsibility for school fees between a student's parents before the day on which the school first

issues a bill for a school fee, the school shall, upon request from either parent, separately bill each parent for the share of the fee that the parent is to pay under the court order. Each parent is liable only for the share of the fee the parent is required to pay under the court order, and regardless of whether the court order is provided to the school before or after the bill is issued for the fee, the school may not make a negative credit report relating to a fee about a parent who has paid the share of the fee required by the court order. The school may bill a parent for that parent's share of the fee even though the other parent has obtained a full or partial fee waiver.

Utah Code § 15-4-6.7 (2024)

I. Option for Graduation Credit Without Fees

1. ~~Beginning with the 2026-2027 school year, t~~The District shall ensure that each school that awards credit towards graduation provides at least one option for each graduation requirement that fulfills the graduation requirement and does not require the payment or waiver of any fee. However, the District is not required to offer, without fee or waiver, any specific activity, course, or program or a student's preferred activity, course, or program.

Utah Code § 53G-7-502(2) (2025)
Utah Admin. Rules R277-407-6(10) (December 8, 2025)

J. Fees for Scholarship Students

1. If a District school is approved as eligible to provide services to Utah Fits All Scholarship students and offers classes, programs, or services to scholarship students that include expenses beyond tuition, the District shall establish a transparent and fair fee structure for those expenses. In establishing the scholarship student fee structure, the District is not required to follow the process for establishing fees set forth above in Authorizing Fees and Standards for Fees and the fees are not subject to waiver. However, the scholarship student fees must be based on the actual costs of providing the services or items covered by the scholarship and be consistent with the fees charged to enrolled students for the same services or items, if applicable. The scholarship student fee schedule must also itemize all charges and fees, explain the basis for each fee, and be updated annually.

Utah Code § 53F-6-401(20), (22) (2026)
Utah Code § 53F-6-408(6)(f) (2026)
Utah Admin. Rules R277-407-2(20), (21) (December 8, 2025)
Utah Admin. Rules R277-407-7 (December 8, 2025)

K. Staff Training

1. Employees of the District shall receive, on at least an annual basis, training on fee policies specific to the employee's job function. Such training shall make use of the resources and training materials provided by the State Superintendent.

L. Records Regarding Fees

1. The District shall collect and maintain the following information, which may be requested by the State Superintendent:

2. A summary of:

   a. the number of students in the District given fee waivers,

   b. the number of students who worked in lieu of a fee waiver,

   c. the number of students denied fee waivers,

   d. the total dollar value of fees waived by the District, and

3. The total dollar amount of all fees charged to students within all the schools in the District.

   Utah Admin. Rules R277-407-14 (December 8, 2025)

M. Required Notices and Action

1. The District and each school shall use the following standard forms as they are provided by the State Board of Education:

   a. Standard parental notification letter ("School Fees Notice for Families of Students in Grades 7-12" or "School Fees Notice for Families of Children in Grades K-6");

   b. Standard fee waiver application ("Fee Waiver Application (Grades K-6)" or "Fee Waiver Application (Grades 7-12)");

   c. Standard written decision and appeal form ("Fee Waiver Decision and Appeal Form");

   d. School fees service agreement ("Service Agreement, Verification, and Appeal Form");

2. These standard forms as drafted and adopted by the State Board of Education are hereby incorporated into these policies. (The forms are also available in Spanish, Arabic, Chinese, and Somali.) The District and each school shall adhere to the terms and conditions set forth in the standard forms.