

POLICY 5230

School Student Fees, Fines, and Charges

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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\(6\) \(2024\)](#)

[Utah Admin. Rules R277-407-2\(4\) \(July 11, 2023\)](#)

- 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\(20\)\(a\) \(July 11, 2023\)](#)

- 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(6) (2024)

Utah Admin. Rules R277-407-2(20)(b) (July 11, 2023)

- 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(20)(c) (July 11, 2023)

- 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(17) (July 11, 2023)

- 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\(14\) \(July 11, 2023\)*](#)

- 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\(4\) \(July 11, 2023\)*](#)

- 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. "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\(12\) \(2025\)*](#)

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

[*Utah Code § 53G-7-501\(8\) \(2025\)*](#)

- g. "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) (July 8, 2025)

- h. “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)

- i. “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)

- j. “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)

- k. “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) (July 8, 2025)

- l. “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) (July 8, 2025)

Utah Admin. Rules R277-419-2(30) (February 7, 2025)

- m. "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\(24\)\(b\)\(iv\) \(July 8, 2025\)](#)

- 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\(10\), \(11\) \(July 8, 2025\)](#)

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) (July 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; 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) (July 8, 2025)

Utah Admin. Rules R277-407-3(9) (July 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) (July 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) (July 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) (July 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) (July 8, 2025)
Utah Admin. Rules R277-407-6(1) (July 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\(5\) \(July 8, 2025\)](#)

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\(2\) \(July 8, 2025\)](#)

- 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\(3\) \(July 8, 2025\)](#)

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

[Utah Admin. Rules R277-407-15\(5\) \(July 8, 2025\)](#)

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.

[Utah Code § 53G-7-505\(3\)\(a\) \(2025\)](#)

[Utah Admin. Rules R277-407-6\(1\)\(c\) \(July 8, 2025\)](#)

[Utah Admin. Rules R277-407-13\(2\), \(3\) \(July 8, 2025\)](#)

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\(6\)\(a\) \(July 8, 2025\)](#)

- 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\(6\)\(b\), \(c\) \(July 8, 2025\)](#)

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\(4\) \(July 8, 2025\)](#)

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) (July 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) (July 8, 2025)

4. 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.
5. 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) (July 8, 2025)

6. 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) (July 8, 2025)

7. 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) (July 8, 2025)

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

8. 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\(2\)\(a\) \(July 8, 2025\)](#)

9. 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\(5\) \(July 8, 2025\)](#)

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) (July 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) (July 8, 2025)
Utah Admin. Rules R277-407-10(1) (July 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(2)(a) (2024)
Utah Admin. Rules R277-407-10(2) (July 8, 2025)
Utah Admin. Rules R277-407-15(2) (July 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) (July 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) (July 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\(17\), \(29\) \(July 8, 2025\)](#)

[Utah Admin. Rules R277-407-9\(1\) \(July 8, 2025\)](#)

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\(25\) \(July 8, 2025\)](#)

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\(26\) \(July 8, 2025\)](#)

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\(27\) \(July 8, 2025\)](#)

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\(1\)\(a\) \(2024\)](#)

[Utah Admin. Rules R277-407-9\(3\) \(July 8, 2025\)](#)

- 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) (July 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) (July 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) (July 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) (July 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\(1\)\(b\) \(2024\)](#)

[Utah Admin. Rules R277-407-6\(7\)\(a\) \(July 8, 2025\)](#)

[Utah Admin. Rules R277-407-9\(4\), \(8\)\(b\) \(July 8, 2025\)](#)

[Utah Admin. Rules R277-407-11\(4\)\(a\) \(July 8, 2025\)](#)

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

[Utah Admin. Rules R277-407-9\(9\)\(a\) \(July 8, 2025\)](#)

- 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\(5\), \(6\), \(7\) \(July 8, 2025\)](#)

[Utah Admin. Rules R277-407-15\(1\) \(July 8, 2025\)](#)

- 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\(4\) \(2024\)](#)

- 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) (July 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) (July 8, 2025)

Utah Admin. Rules R277-407-15(1)(e) (July 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) (July 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) (July 8, 2025)

Utah Admin. Rules R277-407-15(1)(f) (July 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) (July 8, 2025)

G. Fee Collection

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

[Utah Admin. Rules R277-407-15\(1\)\(d\) \(July 8, 2025\)](#)

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\(5\) \(July 8, 2025\)](#)

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\(8\)\(a\) \(July 8, 2025\)](#)

[Utah Admin. Rules R277-407-9\(10\) \(July 8, 2025\)](#)

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.

H. Option for Graduation Credit Without Fees

1. Beginning with the 2026-2027 school year, 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\(10\) \(July 8, 2025\)](#)

I. 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\(20\), \(22\) \(2025\)](#)

[Utah Code § 53F-6-408\(5\)\(f\) \(2025\)](#)

[Utah Admin. Rules R277-407-2\(20\), \(21\) \(July 8, 2025\)](#)

[Utah Admin. Rules R277-407-7 \(July 8, 2025\)](#)

J. 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.
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 (July 8, 2025)

K. 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.

~~L. Policy~~

- ~~1. A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student’s participation in an activity, class, or program provided, sponsored, or supported by a school including a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the BESD fee schedule.~~
- ~~2. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, BESD and each school shall limit student expenditures for BESD and school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.~~
- ~~3. A school shall provide notice to a parent of each student attending the school of all current fee schedules and the opportunity for fee waivers prior to the student being registered for a course, activity, or program to enable the parent and student to~~

~~make an informed decision prior to committing to the student's enrollment or participation.~~

- ~~4. A school shall provide an opportunity for a parent to apply to have one or more fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.~~
- ~~5. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with BESD Board of Education policies and state law.~~

~~M. Establishing a Fee Schedule~~

- ~~1. "Fee" means a charge, expense, deposit, rental, or payment:~~
 - ~~a. regardless of how it is termed, described, requested, or required directly or indirectly;~~
 - ~~b. in the form of money, goods, or services; and~~
 - ~~c. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by BESD.~~

~~N. "Fee" includes:~~

- ~~1. money or something of monetary value raised by a student or the student's family through fundraising;~~
- ~~2. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;~~
- ~~3. payments made to a third party that provides a part of a school activity, class, or program~~
- ~~4. charges or expenditures for classroom:~~
 - ~~a. textbooks;~~
 - ~~b. supplies; or~~
 - ~~c. materials;~~

- ~~5. charges or expenditures for school activity clothing; and~~
- ~~6. a fine, other than a fine identified in the subsection below.~~

~~O. "Fee" does not include:~~

- ~~1. a student fine specifically approved by the Board for
 - ~~a. failing to return school property;~~
 - ~~b. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Section 53G-8-212; or~~
 - ~~c. improper use of school property, including a parking violation;~~~~
- ~~2. a payment for school breakfast or lunch;~~
- ~~3. a deposit that is:
 - ~~a. a pledge securing the return of school property that is refunded upon the return of the school property; or~~
 - ~~b. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program or~~~~
- ~~4. Charges associated with a student's participation in a non-curricular club.~~

~~P. Fee Setting Process~~

- ~~1. BESD, in consultation with stakeholders, will develop a proposed fee schedule and policies to submit to the Board.~~

~~Q. Board Approval of Fee Schedules and Policies~~

- ~~1. The Board shall annually review the provisions of this policy.~~
- ~~2. Fee schedules and policies for BESD shall be adopted by the Board on or before April 1st of each year in a regularly scheduled public meeting of the Board.~~
- ~~3. Prior to adopting the annual fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.~~

~~4. The Board shall provide notice of the meetings:~~

- ~~a. to the public in accordance with the Utah Open and Public Meetings Act; and~~
- ~~b. to parents and students using the same form of communication regularly used by BESD to communicate with parents, including notice by e-mail, text, flyer, or phone call.~~

~~5. Minutes of the Board meeting during which the fee and fee policies are adopted together with copies of the approved policy and fee schedule shall be kept on file and made available upon request as required by Utah Code § 52-4-203.~~

~~6. The Board may adopt amended fee schedules after the April 1st date following the same approval process used for the original fee schedule.~~

~~R. Fee Schedule Requirements~~

~~1. The Board's adopted fee schedule shall include:~~

- ~~a. a specific amount for each fee;~~
- ~~b. if a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class, or program;~~
 - ~~1) a per student annual maximum aggregate fee amount that BESD schools may charge per student for each activity supported by a school;~~
 - ~~2) a maximum fee amount per student for each activity in a year;~~
 - ~~3) a spend plan for the revenue collected from each fee charged. The spend plan for each fee charged should provide students, parents, and employees transparency by identifying the fee's funding uses. The fee's corresponding spend plan shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.~~

~~2. The amount of revenue raised by a student through voluntary individual fundraisers or required group fundraisers shall be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.~~

~~3. A fee shall be equal to or less than the expense incurred by BESD or school to provide for a student activity, course, or program.~~

- ~~a. In calculating the expense incurred by BESD or school in relation to an individual student, the cost of providing fee waivers to fee waiver eligible students may not be considered.~~
 - ~~b. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.~~
 - ~~c. Students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to make-up for or cover the costs of students and families who qualify for fee waivers.~~
 - ~~d. Schools may notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.~~
- ~~4. A fee listed on a school fee schedule is the maximum amount which may be charged per student for a class or school sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular or extra-curricular. The actual amount charged may be less.~~

~~S. Fees for Classes and Activities During the Regular School Day~~

~~1. Elementary Schools~~

- ~~a. No fee may be charged in an elementary school for any regular school day activity including assemblies and field trips or for any snacks, materials, textbooks, instructional or school supplies, or fundraising such as “dress down days” except as provided in Subsection 2 below.~~
 - ~~1) BESD is structured to include grade 6 in the secondary schools. BESD will use the language of R277-407-3(3) in order to include those students in the secondary fee process.~~
- ~~b. An elementary school or teacher may provide to a student’s parent or guardian a suggested list of student supplies, as defined in this policy, for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, those supplies for student use. Such a list must include the following language:~~

~~*“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.”*~~

- ~~c. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.~~

~~2. Secondary Schools~~

- ~~a. Fees may be charged in connection with an activity, class, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day if the fee is on the Board approved fee schedule.~~
- ~~b. All fees are subject to the fee waiver provisions of this policy.~~
- ~~c. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.~~
- ~~d. A school may require a secondary student to provide student supplies as defined in this policy.~~
- ~~e. If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint, the cost of the special shoes or items of clothing are considered a fee, and subject to fee waiver.~~
- ~~f. Schools may not charge a fee for:~~
 - ~~1) a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.~~
 - ~~a) "Textbook" means instructional material necessary for participation in an activity, course or program, regardless of the format of the material including:~~
 - ~~i. books, printed materials, and consumable workbooks;~~
 - ~~ii. computer hardware, software, or digital content; and~~
 - ~~iii. cost of maintenance and replacement as a result of normal use. (This means a cost, payment or expenditure related to storing, repairing or~~

~~keeping school equipment in good working condition. It does not include the cost related to end-of-life replacement.)~~

- ~~2) "Textbook" does not include instructional equipment.~~
- ~~g. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the BESD fee schedule and are subject to fee waivers. Additionally, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and shall be provided free of charge.~~
- ~~h. Schools may charge a fee for instructional equipment subject to fee waivers.~~
 - ~~1) "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.~~
 - ~~2) "Instructional equipment" includes course related tools or instruments.~~
- ~~i. BESD may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.~~

~~T. Project Related Courses~~

- ~~1. In project related courses, projects required for course completion shall be free to all elementary school students and included in the approved course fee and be waivable for secondary students.~~
- ~~2. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.~~
- ~~3. A school shall avoid allowing high cost additional projects, particularly if authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.~~
- ~~4. A school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.~~

~~U. School Activities Outside of the Regular School Day~~

- ~~1. Fees may be charged in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:
 - ~~a. participation in the activity is voluntary;~~
 - ~~b. the fee is on the Board approved fee schedule;~~
 - ~~c. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;~~
 - ~~d. the fee revenue is collected in compliance with BESD financial policies;~~
 - ~~e. fee revenue is expended in compliance with the spend plan;~~
 - ~~f. the fee is subject to the fee waiver requirements; and~~
 - ~~g. for elementary schools, the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day.~~~~
- ~~2. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.~~

~~V. Notice to Parents~~

- ~~1. Each school shall annually publish the Board's approved fee schedule, including fee maximums, and fee waiver policies on the school's website in an easily accessible location.~~
- ~~2. The parent of each student shall be provided a copy of the fee schedule, fee waiver policies, and the school fee documents required by Utah Admin. Code R277-407-6 annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.~~
- ~~3. Upon request, the school shall provide printed copies of school fee schedules, waiver policies, and documents to a parent or guardian who is unable or chooses not to access them through BESD or school website.~~
- ~~4. The administrator of a school shall make arrangements for a school representative to meet personally with each student's parent or family and make available an~~

~~interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and BESD has not published the information in the parent's first language.~~

~~W. Fee Waivers~~

~~1. General Fee Waiver Provisions~~

- ~~a. "Waiver" or "fee waiver" means a full or partial release from the requirement or payment of a fee and from any provision in lieu of a fee payment.~~
- ~~b. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or Utah Admin Code R277-407.~~
- ~~c. A school is not required to waive a non-waivable charge.~~
- ~~d. To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers or other provisions in lieu of fee waivers.~~
- ~~e. The process for obtaining a fee waiver, pursuing an alternative to fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.~~
- ~~f. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.~~
- ~~g. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.~~

~~2. Fee Waiver Eligible Charges~~

- ~~a. Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:~~
 - ~~1) An activity, class, or program that is:~~
 - ~~a) primarily intended to serve school-age children; and~~

- ~~b) taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.~~
- ~~2) An activity, class, or program that is explicitly or implicitly required:
 - ~~a) as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or~~
 - ~~b) as a condition to participate in a school activity, class, program, or team, including, a requirement for a student to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.~~~~
- ~~3) An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee's official capacity.~~
- ~~4) Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by BESD or a school including:
 - ~~a) athletic competitions;~~
 - ~~b) music or theater program performances; and~~
 - ~~c) parent teacher organization activities.~~~~
- ~~5) An activity or program where full participation in the activity or program includes:
 - ~~a) travel for state or national educational experiences or competitions;~~
 - ~~b) debate camps or competitions; or~~
 - ~~c) music camps or competitions.~~~~
- ~~6) A concurrent enrollment, CTE, or AP course.~~
- ~~7) Activity clothing required to be worn by a student when participating as a club, school group, or team such as matching jackets, hoodies, t-shirts or other like clothing.~~

- ~~8) Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.~~

~~3. Non-waivable Charges~~

- ~~a. Non-waivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.~~
- ~~1) Non-waivable charges include a personal discretionary charge or purchase for:~~
- ~~a) insurance, unless the insurance is required for a student to participate in an activity, class, or program;~~
 - ~~b) college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and~~
 - ~~c) a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.~~
- ~~2) Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:~~
- ~~a) tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;~~
 - ~~b) a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs;~~
 - ~~c) a charge for a school breakfast or lunch;~~
 - ~~d) a fine for improper use of school property, including a parking violation; or~~
 - ~~e) a fine for replacement of damaged or lost school property in accordance with Utah Code § 53G-7-501(6)(c), (9) (2020).~~
- ~~i. If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent~~

~~were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.~~

~~ii. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.~~

~~4. Fee Waiver Administrator~~

~~a. The principal in each school shall designate at least one person at the appropriate administrative level to act as the "Fee Waiver Administrator." The designated individual shall:~~

- ~~1) be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and~~
- ~~2) work in an appropriate setting to facilitate confidential conversations and documents.~~

~~b. The Fee Waiver Administrator shall be responsible to:~~

- ~~1) review fee waiver applications and verification documents;~~
- ~~2) grant or deny fee waiver requests;~~
- ~~3) compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and~~
- ~~4) report fee waiver information.~~

~~c. The Fee Waiver Administrator's contact information will be available on the school's website with other school fee information and in student registration materials.~~

~~d. A student may not assist in the fee waiver approval process.~~

~~5. Fee Waiver Application Process~~

~~a. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.~~

~~b. The application for fee waiver shall be included on each school's website.~~

- ~~c. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.~~
- ~~d. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.~~
- ~~e. Fee waiver eligibility begins July 1 and continues through June 30 and must be completed annually.~~

~~6. Fee Waiver Eligibility Verification~~

- ~~a. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:~~
 - ~~1) The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:~~
 - ~~a) these levels are set to correspond to the income levels for the federal free lunch program and may be found at schools.utah.gov/school-fees on the fee waiver application form;~~
 - ~~b) all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.~~
 - ~~2) The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.~~
 - ~~3) If the student's family receives Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.~~
 - ~~4) The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.~~

- ~~b. 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) (July 11, 2023)~~

- ~~c. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.~~
- ~~1) A Fee Waiver Administrator may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances, is not reasonably capable of paying the fee.~~
 - ~~2) An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.~~
 - ~~3) Verification may be collected as appropriate for the situation.~~

~~7. Notification of Eligibility~~

- ~~a. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.~~
- ~~b. The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:~~
- ~~1) That the student's eligibility was verified;~~
 - ~~2) The name and position of the person who reviewed the verification documents;~~
 - ~~3) The date it was verified; and~~
 - ~~4) The type of documentation used to verify eligibility.~~
- ~~c. The Fee Waiver Administrator shall maintain documentation of the following:~~
- ~~1) The school year the request was submitted;~~
 - ~~2) The type and amount of fees requested to be waived;~~

- ~~3) Whether the request was approved or denied;~~
- ~~4) If approved, the type and amount of fees which were waived.~~
- ~~d. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.~~
- ~~e. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.~~

~~8. Appeal of Fee Waiver Denial~~

- ~~a. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the principal or designee within 14 calendar days of receiving notice of denial.~~
- ~~b. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the principal within 14 calendar days of receiving notice of denial.~~
- ~~c. If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within 14 calendar days of receiving notice of denial, to the BESD superintendent or designee.~~

~~X. Collection of School Fees~~

- ~~1. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.~~
- ~~2. A student may not collect or receive student fees from other students or parents.~~
- ~~3. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:~~
 - ~~a. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or BESD;~~

- ~~b. refuse to issue a course grade; or~~
- ~~c. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, class schedules, diplomas, or transcripts.~~
- ~~4. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.~~
- ~~5. A school may not charge 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.~~
- ~~6. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with Utah Code § 53G-8-212(2)(a).~~
- ~~7. BESD may exclude a student from participating in the graduation ceremony for unpaid fees.~~

~~Y. Fundraising~~

~~(R277-407-10(1) and R277-113 require every LEA governing board to establish a fundraising policy.)~~

- ~~1. Any fundraising activity must be approved and conducted in accordance with BESD Fundraising Policy.~~
 - ~~a. A school may not authorize, establish, or allow for required individual fundraising.~~
 - ~~b. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.~~
 - ~~c. A school may allow for group fundraisers.~~
- ~~2. A school shall not deny a student membership in or participation on a team or group or in an activity based on the student's non-participation in a fundraiser.~~
- ~~3. Schools seeking to use alternative methods of raising revenue must comply with BESD Policy 5310 Fundraising and Utah Admin. Code R277-113.~~

~~Z. Donations in Lieu of Fees~~

- ~~1. A school 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 or BESD and receipt of the donation will not affect participation by an individual student.~~
- ~~2. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.~~
- ~~3. BESD level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.~~
- ~~4. The BESD foundation may raise money to offset the cost attributed to granting fee waivers to students throughout BESD.~~
- ~~5. BESD shall direct donations provided to BESD through the BESD foundation in accordance with policies governing the BESD foundation.~~
- ~~6. BESD or a school may not accept a donation that would create a significant inequity among the schools within the BESD.~~

~~AA. School Reporting Requirements~~

- ~~1. Each school principal and BESD Board Chair shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy.~~
- ~~2. The BESD Superintendent shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy and submit the following forms:~~
 - ~~a. Student Fee Schedule with Spend Plan~~
 - ~~b. School Fee Policy~~
 - ~~c. School Fee Waiver Policy~~
 - ~~d. Notice of Fee Waiver Criteria provided by the BESD to student's parents~~
- ~~3. Each school shall maintain records and submit documentation to BESD staff annually of:~~

- ~~a. number of students enrolled as of October 1~~
- ~~b. number of students granted fee waivers~~
- ~~c. the number of students denied fee waivers~~
- ~~d. dollar amount of fees waived~~
- ~~e. number of students who worked in lieu of fee waivers~~
- ~~f. dollar amount of fees collected from students~~
- ~~g. dollar amount of fees collected from students for curricular activities~~
- ~~h. dollar amount of fees collected from students for co-curricular activities~~
- ~~i. dollar amount of fees collected from students for extra-curricular activities~~

~~BB. Training~~

- ~~1. BESD superintendent shall provide for annual training of BESD and school employees on fee related policies enacted by the Board specific to each employee's job function.~~

~~CC. Penalties for Violation of School Fee Policy~~

- ~~1. Any administrator, teacher, advisor or coach who knowingly violates the authorized fee schedule and financial policies as approved annually by the Board will be subject to disciplinary action.~~
- ~~2. Monies collected beyond the approved fee schedule will be refunded by the school back to the individual student(s).~~
- ~~3. If a school violates the authorized fee schedule and financial policy, BESD may impose the following:~~
 - ~~a. Issue a letter of reprimand to the individual(s) and/or school.~~
 - ~~b. The administrator, athletic director, teacher, coach/advisor, and/or the school may be assessed a fine not to exceed \$200.~~
 - ~~c. Possibility of suspension or termination.~~

~~DD. Definitions~~

- ~~1. Definitions applicable to this policy are intended to be consistent with Utah Admin. Code R277-407. In the case of a discrepancy, the administrative code shall prevail.~~
 - ~~a. "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum and which is:~~
 - ~~1) an extension of a curricular activity,~~
 - ~~2) included in an instructional plan, and~~
 - ~~3) conducted by a teacher or education professional.~~
 - ~~b. "Curricular activity" means an activity, a course, or a program that is:~~
 - ~~1) provided, sponsored, or supported by BESD; and~~
 - ~~2) conducted only during school hours.~~
 - ~~c. "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:~~
 - ~~1) Is provided, sponsored or supported by BESD but is neither~~
 - ~~a) Directly related to delivering instruction; nor~~
 - ~~b) A curricular activity or a co-curricular activity.~~
 - ~~2) supplements or compliments, but is not part of, BESD's required program or regular curriculum.~~
 - ~~d. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:~~
 - ~~1) provide financial support to a school or any of the school's classes, groups, teams, or programs; or~~
 - ~~2) benefit a particular charity or for other charitable purposes.~~

- ~~e. "Fundraiser," "fundraising," or "fundraising activity" may include:~~
- ~~1) the sale of goods or services;~~
 - ~~2) the solicitation of monetary contributions from individuals or businesses; or~~
 - ~~3) other lawful means or methods that use students to generate funds.~~
- ~~f. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.~~
- ~~g. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.~~
- ~~h. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.~~
- ~~i. "Noncurricular club" has the same meaning as that term is defined in Section 53G-7-701.~~
- ~~j. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:~~
- ~~1) is authorized by BESD or school, according to local education board policy; or~~
 - ~~2) satisfies at least one of the following conditions:~~
 - ~~a) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an BESD or school, or a BESD or school employee in the capacity of their District employment;~~
 - ~~b) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, BESD or school's facilities, equipment, or other school resources; or~~
 - ~~c) the activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.~~

- ~~k. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.~~
- ~~l. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.~~
- ~~m. "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.~~
- ~~n. "Regular school day" has the same meaning as the term "school day" described in Section R277-419-2(30) (May 22, 2023).~~
- ~~o. "Requested or required by BESD as a condition to a student's participation" means something of monetary value that is 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.~~
- ~~p. "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.~~
- ~~q. "Something of monetary value" includes:~~
 - ~~1) charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;~~
 - ~~2) payments made to a third party that provide a part of a school activity, class, or program;~~
 - ~~3) classroom supplies or materials; and~~

- ~~4) a fine, except for a student fine specifically approved by BESD for:~~
- ~~a) failing to return school property;~~
 - ~~b) losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or~~
 - ~~c) improper use of school property, including a parking violation~~
 - ~~d) 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(20)(c) (July 11, 2023)*~~
- ~~r. "Student supplies" means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.~~
- ~~s. "Student supplies" include:~~
- ~~1) pencils;~~
 - ~~2) paper;~~
 - ~~3) notebooks;~~
 - ~~4) crayons;~~
 - ~~5) scissors;~~
 - ~~6) basic clothing for healthy lifestyle classes;~~
 - ~~7) clothing that is commonly found in students' homes, and~~
 - ~~8) similar personal or consumable items over which a student retains ownership.~~
- ~~t. "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.~~

EE. ~~References~~

~~[Utah Code § 53G-6-402\(5\) — Open enrollment options — processing fee.](#)~~
~~[Utah Code § 53G-6-604 — Requirement of school record for transfer of student.](#)~~
~~[Utah Code § 53G-8-212 — Defacing or damaging school property — Student's liability — Work program alternative.](#)~~
~~[Utah Code Title 53G, Chapter 7, Part 5 — Student Fees](#)~~
~~[Utah Code Title 53G, Chapter 7, Part 6 — Textbook Fees](#)~~
~~[Utah Code Title 53G, Chapter 7, Part 7 — Student Clubs](#)~~
~~[Utah Code Title 53G, Chapter 7, Part 8 — School Uniforms](#)~~
~~[Utah Administrative Code R277-113 — LEA Fiscal and Auditing Policies](#)~~
~~[Part 7 — School Sponsored Activities](#)~~
~~[Utah Administrative Code R277-407 — School Fees](#)~~
~~[Utah Administrative Code R277-713 — Concurrent Enrollment of High School Students in College Courses.](#)~~
~~[Permanent Injunction Civil No. 920903376](#)~~

FF. ~~Forms~~

~~[Fee Waiver Forms](#)~~