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Student Fee Policy

I. Purpose:

- a. To allow Valley Academy Charter (VAC) to continue providing a first-class education, and an array of additional learning opportunities to our students, a fee schedule has been instituted, as required by law, for the school. Approved fees will help offset some costs, and maintain availability of programs. While VAC tries to keep fees reasonable and fully within reach for VAC families, waivers that the law requires are also applicable.
- b. The School Director is the designated Utah State Board of Education (USBE) fee contact and makes administrative fee decisions consistent with the law.
- c. Application of Fees: By Utah statute, fees may never be charged for grades K-5. Fees for older grades may be assessed for school materials, supplies, activities and programs, consistent with R277-407 and Utah Code 53G-7-5 and 6.
- d. Fees at Valley Academy Charter will apply to grades 6-8 subject to approval by the VAC Board, as required by law. Specifically, VAC will charge fees to students in grade 6 consistent with R277-407-3(3)(c) and will provide annual notice to parents consistent with the law.
- e. A K-5 teacher may provide a suggested list of student supplies for use during the regular school program. A parent may voluntarily furnish those supplies. If a teacher provides such a list, the notice to parents will begin with the following statement:
NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY [AT VALLEY ACADEMY]. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL.
- f. Fee Requirements
 - i. No fees will be charged for classes, programs or activities that are held during the regular school day for grades K-5.
 - ii. Fees are due in full upon registration for the student's entrance into grade 6, 7, or 8. Payment of fees by this date guarantees a spot for the student in the class.
 - iii. If fees are not paid in full by the date due, the student will not be guaranteed a spot in the class.
 - iv. Late payment will only be accepted if the grade level classrooms are not already filled to capacity.
 - v. Families who meet the requirements of the law may apply for a waiver of student fees, according to Utah law and this policy.
- g. Waivers
 - i. It is the position of VAC that no student should be denied the opportunity to participate in a school activity because of an inability to pay a fee.
 - ii. Fees will be waived for students consistent with Utah law (R277-407-11).
 - iii. Families requesting waivers who do not meet the above criteria may apply for a hardship waiver from VAC Administration, consistent with R277-407-11.
 - iv. Determination of qualification for a waiver of fees for those students who do not satisfy the automatic qualifiers will be made on a case-by-case basis.

- v. Students who apply for waivers must provide documentation and certification of eligibility, consistent with Utah Code 53G-7-504(4)(b) based on one of the following:
 - i. Family Income
 - ii. TANF or SNAP Funding
 - iii. Supplemental Security Income (SSI)
 - iv. Foster care (DCFS) or state care
 - v. McKinney-Vento Homeless Assistance
- vi. If a waiver request is denied, Valley Academy will provide a written decision and make an appeal form available to the parent or guardian. The family may petition the VAC Board for a hearing by contacting the VAC fee administrator. The hearing shall be held within 10 days of the written request before the VAC Board. The Board's decision is final. If a parent appeals a fee waiver decision, the fee may not be charged until the appeal process is complete.
- vii. Employee family members that participate in a fee activity may be required to pay full cost, and are not eligible for fee waivers, even if the family member attends VAC as a K-5 student.
- h. Payments
 - i. All Student Fees are to be paid directly to the VAC office in the form of cash, check or through the school Website, if offered.
 - ii. Teachers are not allowed to accept student fee payments.
- i. Refunds: All fees are non-refundable.

II. **Fee Schedule**

- a. The fee schedule will be set by the VAC Board annually by April 1, beginning in 2020.
- b. Public discussion of the fee schedule will be provided at a minimum of two public Board meetings.
- c. The approved fee schedule will be posted on the school's website and also made available to parents at school registration.
- d. If parents do not speak English, the school will provide an interpreter so that parents adequately understand the fees and procedures.
- e. The name of the designated school contact for fees will be provided with the notice. The School Director will typically be the designated school fees contact for students and parents.
- f. The annual approved fee schedule will set a maximum fee per each activity/program for which a fee is charged and a maximum total fee amount for each student.
- g. Appeal and waiver policies and requirements will be provided with the fee schedule.

III. **Miscellaneous**

- a. VAC will have a spend plan for the revenue collected from each fee charged.
- b. The school may request parents to donate items for use by students *only following notice to parents* as provided in R277-407-3(6).
- c. VAC will carefully maintain the confidentiality of students who receive fee waivers.
- d. School-wide and voluntary student fundraising activities may be sponsored by the school to pay for all or part of a student's required fee for a course, activity or project. VAC fundraising efforts will comply with the law and R277-407. See the separate VAC Fundraising Policy.