

LPA Fee Waiver Policy

Fees

LPA believes that students should have reasonable access to programs offered by the school regardless of their parents' or guardians' ability to pay school fees.

Written notice will be provided to parent/guardians, students, school staff regarding school fees, rental fees, textbook sales, deposits or rents, and waiver policies. See "Fee Waiver Policy" herein for specific information on waivers.

Statement Regarding Fees

All fees must be set and approved by LPA administration and the Business Office. Fees will be set at least once a year and approved by the Governing Board by April 1st, with no less than two opportunities for public comment. Students withdrawing during the year will be refunded registration fees on a prorated schedule. No school employee may establish any student fee or cost not set or approved by the LPA administration and the Business Office. Fee schedules and the waiver policy are posted on the website for the current year. R277-407

Students 7th through 9th grades will be required to provide their own school supplies. LPA will provide supplies for students who qualify for fee waivers.

The individual student cap for LPA is \$2000.00. No student may not exceed this cap in total for all activities and courses.

All students will be required to pay for textbooks, lab materials and damages to school property beyond reasonable wear. This fee is not subject to waiver.

LPA will not, as a result of unpaid fees: exclude a student from school; refuse to issue a course grade; or withhold official student records, such as class schedules, registration materials, diplomas or transcripts.

Fee Waiver Policy

No student shall be denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee.

The front office shall administer the waiver policy. If it is necessary to review financial documents, only the Office Manager is authorized to review such documents.

Request for waivers shall be handled without unreasonable delay. No eligible student or parent shall be denied waivers. A student who has applied for or received a waiver shall not be identified to persons other than those directly involved in gathering or administering waivers. The parents of, or the student eligible for waiver may request to perform a work assignment or

public service as payment-in-kind in lieu of a fee waiver. Work or service alternatives must be administered according to the following guidelines:

- The student given work alternatives should not be treated differently from other students or identified to persons who do not need to know.
- The work should be appropriate to the age, abilities, and situation of the student and should not create an unreasonable burden on the students or parents.
- The work should be a fair exchange of time for the value of the fees to be waived.
- Parents are to be given an opportunity to review the proposed alternative to fee waivers and discuss with the Campus Director.
- Work alternatives should not create a burden on school resources.

Eligibility

A student is eligible for fee waiver as follows:

- Income verification consistent with Section 53A-12-103(5);
- The student receives (SSI) Supplemental Security Income (ONLY THE STUDENT WHO RECEIVES THE SSI BENEFIT QUALIFIES FOR FEE WAIVERS);
- The family receives TANF (currently qualified for financial assistance or food stamps)
- The student is in foster care (under Utah or local government supervision);
- The student is in state custody

Parents or guardians shall be required to provide eligibility documentation supporting their claim for fee waivers in the form of:

- Verification of eligibility for free school lunch;
- Verification of receipt of Supplemental Security Income (SSI);
- Verification of receipt of Aid to Families with Dependent Children (AFDC);
- Verification that student is in foster care;
- Verification that student is in state custody; or
- Verification based on income tax returns or current pay stubs if the student doesn't qualify under one of the above presumed eligibilities.

Case by case determinations are made for those who do not qualify under the foregoing standards but who, because of extenuating circumstances, are not reasonably capable of paying the fee.

For the protection of privacy and confidentiality, LPA shall not retain required fee waiver documents once eligibility has been determined.

If a student is eligible for waivers, textbooks fees must be waived; no work alternative is permissible. A student may, however, be offered a work alternative to a waiver for all other kinds of fees.

Appeals

An appeal is submitted to the Office Manager who shall respond within one week of receiving the appeal (5 working days). If the party is not satisfied with the decision or the Office Manager has not responded within one week (5 working days), the appellant may file the appeal with the Campus Director.

The Campus Director shall respond within 45 working days. During this time, all fees will be suspended until the final determination. Students who wish to apply for fee waivers are invited to obtain an application and a copy of the policy from the Front Office. Applications must be made each school year to be valid. Applications should be returned to the school no later than September 30th.

COMMUNITY SERVICE IN LIEU OF FEES

State law requires a school district to provide alternatives in lieu of fee waivers for students who are eligible for fee waivers (except for textbooks), “to the fullest extent reasonably possible according to individual circumstances of both fee waiver applicant and school,” consistent with local board policies and/or guidelines. Your student will have several options from which to choose in completing the community service requirement. Those options include:

- Community service at the school, such as tutorial assistance to other students, or
- Community service outside of regular school hours as a student aide to school staff; service in the community; or
- When special needs require, community service in the home.

Students may not provide community service to their own employers, nor may they fulfill a community service requirement by working for a commercial establishment other than a facility such as a nursing home or hospital where volunteer services are commonly provided.

Community service requirements must be appropriate to the age, physical condition, and maturity of the student; must be conducted in such a way that students are not subjected to embarrassment, ridicule, or humiliation; and must not provide direct private benefit to school employees or their families. In addition, community service requirements must avoid excessive burdens on students and families and give proper consideration to a student's educational and transportation needs and other responsibilities. If circumstances arise which make it too difficult for a student to complete a community service assignment, notify the school principal immediately to determine what adjustments should be made. Failure to complete a community service assignment may result in denial of fee waivers.

Community service hour requirements will be computed using a formula based upon not less than the minimum hourly wage. For example, if a fee-waiver eligible student is assessed \$100 for school fees and the school policy is based upon a \$5 per hour community service credit, then the student may be required to perform up to 20 hours of community service. **Community service students will not be considered to be employees of those for whom they provide the service, and no money will be paid to the students or to the school in return for community service.**

Regular employees who work in places where students perform community services may not be replaced, nor may their hours be reduced, as a result of the students' community service activities. Community service is intended to supplement existing services, not replace that which is already being done by others.

(Name of student) _____ agrees to complete _____
hours of community service (describe briefly) _____

to be completed before _____ (date). This will satisfy the student's
obligation for _____ (amount) of school fees.

SIGNATURES:

Student: _____ Date: _____

Parent/guardian: _____ Date: _____

School administrator: _____ Date: _____

If a parent/guardian feels that community service has been unreasonably or unfairly required, the parent may appeal that decision using a form available from the school district. If you have questions, first talk to your school or school district representative listed below. If you still need help, contact one of the other agencies listed:

School telephone no.: 801-294-2801

Ask for: Nyman Brooks

Utah State Board of Education

250 East 500 South P.O. Box 144200

Salt Lake City, Utah 84114-4200

801-538-7830

COMMUNITY SERVICE ASSIGNMENT AND NOTICE OF APPEAL RIGHTS

To the parent or legal guardian of: _____
If the following community service requirement is completed, your student's school fees will be waived. The total amount of fees which will be waived in return for completion of the community service obligation is \$ _____. Your student will be required to perform _____ hours of community service as follows:

Location: _____
Supervisor: _____ Hours: _____ Starting date: _____ Ending date: _____

Location: _____
Supervisor: _____ Hours: _____ Starting date: _____ Ending date: _____

Location: _____
Supervisor: _____ Hours: _____ Starting date: _____ Ending date: _____

Location: _____
Supervisor: _____ Hours: _____ Starting date: _____ Ending date: _____

School fees credit is given for performance of community service at the rate of \$_____ per hour.

By: _____ Date: _____
(Signature of school employee)

PARENTAL APPEAL RIGHTS

Please be sure to read the School Fees Notice and the back of this form before deciding to appeal the community service decision!

IF YOU THEN STILL DISAGREE WITH THIS DECISION, YOU HAVE THE RIGHT TO APPEAL. To appeal, send a letter to the school principal explaining why you disagree with the decision. Include your name, your child's name, and the date. If you prefer, the school will provide you with an appeal form which you can fill out and send instead of a letter.

YOU MUST MAIL OR HAND-DELIVER YOUR APPEAL WITHIN TEN SCHOOL DAYS OF RECEIVING THIS NOTICE. Keep a copy of the appeal for your records. A school representative will contact you within two weeks after receiving your appeal and schedule a meeting to discuss your concerns. You will also be given a copy of the school district's School Fees Appeals Policy containing a complete statement of policies and procedures for appeals. **ALL REQUIREMENTS FOR PAYMENT OF FEES WILL BE SUSPENDED UNTIL THE FINAL DECISION IS MADE REGARDING YOUR APPEAL.**