

## Quest Academy Fee Waiver Policy



### PURPOSE

The purpose of a Fee Schedule and a Fee Waiver is to provide educational opportunities for all students of Quest Academy (“Quest”). This allows Quest to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in school-sponsored activities.

Quest must abide by the State Board of Education rules which direct the Board of Education, among other things, to implement a policy regarding student fees. The rule is authorized under Article X, Sections 2 and 3 of the Utah Constitution, and provides, in relevant part, that elementary and secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Legislature. State Law also allows schools to establish money collection and handling procedures.

### POLICY

Under the direction of the Board of Trustees, the principal is authorized of Quest is authorized to administer this policy and to do so fairly, objectively, without delay, avoiding stigma and unreasonable burdens on students or parents/ guardians.

#### I. CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY

1. No fees may be charged in kindergarten through sixth grades for materials, textbooks, supplies, or for any class or activity, including assemblies and field trips.
2. Textbook fees **will be charged** in grades seven through nine.
3. If a class is established or approved which requires payment of fees or purchase of materials, ticket to events, etc., in order for students to participate fully and to have the opportunity to acquire all skills and knowledge require for full credit and highest grades, the class shall be subject to the fee waiver provisions of Utah Administrative Code R277-407-6 as implemented by this policy.
4. Students of all grade levels may be required to provide materials for their optional projects, but a student may not be required to select an optional project as a condition for enrolling in or completing a course. Project-related courses must be based upon projects and experiences that are free to all students.
5. Required student supplies must be provided for elementary students. Secondary students may be required to provide their own student supplies.

6. Elementary and secondary students may be required to replace supplies provided by the school which are lost, wasted or damaged by the student through careless or irresponsible behavior in which a fee waiver will not be applicable for such damages.

## **II. SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY**

Fees may be charged, in accordance with Board approved fee schedule (shown above), in connection with any school-sponsored activity which does not take place during the regular school day, regardless of the age or grade level of the student, IF participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day. Such fees are subject to the fee waiver requirement of this policy.

## **III. GENERAL PROVISIONS**

1. No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, **including extracurricular activities**, unless the fee has been set and approved by the Board of Trustees and distributed in an approved fee schedule.
2. Fee schedules and policies for Quest shall be adopted at least once each year when the Board of trustees shall be adopted at least once each year when the Board of Trustees adopts its annual budget in a regularly scheduled public meeting of the Board.
3. The Quest Principal shall ensure that a written copy of the school's fee schedule is included with all registration materials provided to potential or continuing students.
4. Procedures for obtaining waivers of Quest fees and for appealing a denial of a waiver shall be provided to waiver claimants as soon as possible prior to the time the fees actually become due.
5. No present or former student may be denied receipt of unofficial transcripts or diplomas for failure to pay school fees.
  - A reasonable charge may be made to cover the cost of duplicating or mailing transcripts and other school records.
  - No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.
6. In accordance with Utah Code Ann. § 53A-11-806, and where any Quest school property has been lost or willfully cut, defaced, or otherwise injured, the School may withhold the issuance of official written grade reports, diploma, and transcripts of the student responsible for the damage or loss until the student or the student's parent or guardian has paid for the damages.
  - Quest students shall be given adequate notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts.

- If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the school in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then, Quest may, but is not required to do so, provide for a program of voluntary work for the student in lieu of the payment.
  - Quest will not levy a general breakage fee against all student in a class of the school.
  - A student may not be excluded from school nor may Quest withhold unofficial transcripts to obtain payment of school fees or fines.
7. Donations or contributions may be solicited and accepted by or on behalf of Quest, but all such requests must clearly state that donations and contributions are voluntary. A “donation” is defined as a fee if a student must make that donation in order to participate in an activity. No student may be excluded from an activity or program because they did not make a donation.
  8. In the collection of school fees, Quest must comply with statutes and State Tax Commission rules regarding the collection of state sales tax.

#### IV. WAIVERS

1. 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, Quest will provide for adequate waivers or other provisions in lieu of fee waivers. The procedure will include the following:
  - A. The Principal will administer the policy and grant waivers.
    - The process for obtaining waivers or pursuing alternatives shall be administered fairly, objectively, and without delay, and avoid stigma and unreasonable burdens on students and parents.
    - The Principal will inform patrons of the process for obtaining waivers.
    - Students who are granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to person who do not need to know of the waiver.
    - Fee waiver or other provisions in lieu of fee waivers are to be available to any eligible student.
  - B. Eligibility for fee waivers:
    - Inability to pay is **presumed** for students who are:

- ✓ In state custody or foster care, or
  - ✓ Receiving public assistance in the form of Aid to Families with Dependant Children, or Supplemental Security Income (SSI), or
  - ✓ Are eligible for free lunch (if applicable).
2. CASE BY CASE DETERMINATIONS are to be made for those who do not qualify under one of the foregoing standards but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens including loss or substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee.
  3. In accordance with Utah State Code §53A-12-103.5, a parent or guardian of a Quest student applying for a fee waiver is required to provide documentation and certification of eligibility including income tax returns and / or current pay stubs.
  4. If a Quest student is eligible for waivers, textbook fees will be waived. In this case, a “work alternative” is not permissible and will not be used.
  5. A Quest student **may** however, be offered a work alternative to a waiver for all other non-textbook fees.
  6. If a parent of guardian of a Quest student who is otherwise eligible for a waiver asks to pay fees in installments instead of having all or part of the fees waived, the principal, with approval of the Board, can arrange an alternative method of payment for all but textbook fees.

## **V. APPEALS**

1. Denial of eligibility for a waiver may be appealed in writing to the Quest principal within ten (10) school days after receiving notice of denial.
2. The Quest principal shall contact the parent or guardian within (10) school days after receiving the appeal and shall schedule a meeting with the parent or guardian to discuss the parent’s concerns.
3. If, after meeting with the Quest principal, the waiver is still denied the parent may appeal, in writing, within (10) days of receiving notice of denial to the Board of Trustees.
4. Any requirement that a student pay a fee will be suspended during any period in which he student’s eligibility for waive is being determined or during the time of denial of waiver is being appealed.

## **VI. PROVISIONS IN LIEU OF WAIVERS**

1. If requested, and where otherwise eligible, the principal may consider “waiver eligible” students to perform a work assignment or public service as payment-in-kind in lieu of a fee waiver.
2. 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 student or parents.
  - The work should be a fair exchange of time for the value of fees to be waived.
3. Parents are to be given the opportunity to review and approve proposed alternatives to fee waivers.

## **VII. ITEMS ELIGIBLE FOR FEE WAIVERS**

Any charge, deposit, rental, or other mandatory payment, as may be permitted by law, for **required** student participation in any class, program, or activity provided, sponsored, or supported by Quest, are fees requiring approval of the Board, and are subject to the fee waivers requirements.

## **VIII. ITEMS NOT SUBJECT TO WAIVERS**

1. The requirements of fee waiver and availability of other provisions in lieu waiver do not apply to charges assessed pursuant to a student’s damaging or losing school property. Quest shall pursue reasonable methods for obtaining payment for such charges, including withholding official grade reports, diplomas and transcripts as indicated in this policy.
2. Charges for yearbooks, picture books, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements.
3. Student supplies for secondary students are not subject to waivers as long as the item is something which is commonly found in students’ homes regardless of wealth.
4. If a student must repeat a course or requires remediation to advance or graduate and a fee is associated with the course of the remediation program, the student will be required to pay the fee. It is not sufficient that the fee may have been paid on work that was not acceptable.

## **IX. FEE WAIVER REPORTING REQUIREMENTS**

The Quest principal shall provide the following information to the Management Company retained by Quest, or designated Quest staff, as part of the compilation of the annual S-3 statistical report:

1. A summary of the number of students at Quest given fee waivers.

- the number of students at Quest given fee waivers,
  - the number of students who worked in lieu of a waiver,
  - and the total dollar value of student fees waived by Quest;
2. A copy of Quest’s fee and fee waiver policies;
  3. A copy of Quest’s fee schedule for students; and
  4. The notice of fee waiver criteria provided by Quest to a student’s parent or guardian.

**X. FEE SCHEDULE**

The following student fees will be assessed to all middle school students grades 7-9 as follows, but apportioned by the number of days school membership if a student attends less than a full year:

Textbook Rental	\$35.00
Activity/locker fee	\$5.00
Elective class fee	\$10.00
Library fine (per day)	\$.05

**XI. REFINDS**

All middle school students who withdraw from Quest shall be refunded all unused fees apportioned by the number of days attended with the exception of the extracurricular fee, if any, which is non-refundable.

**XII. SCHOOL FEE COLLECTIONS AND ACCOUNTING PROCEDURES**

**1. Responsibility of the Principal**

It is the duty and responsibility of the Quest principal to ensure that ONLY student fees that are in compliance with the authorized fee schedule and financial procedures as approved by the Board of Trustees, as well as the policy guidelines set out herein, are collected from Quest students. Collected fees are to be received and deposited in a timely manner.

**2. Monies Shall be Collected by Authorized Personnel Only**

All monies for fees. Lockers, student supplies, optional projects, picture books, year books, clinics, etc. authorized for assessment and collection under this policy and other applicable Quest guidelines are to be collected and processed by authorized staff only. This mean Quest staff who have been specifically designated, in writing, by the principal.

- All money collected is to be deposited in the bank by the close of the day or otherwise if approved by the Board, but in all cases in accordance with state compliance guidelines.
- No money is to be collected by unauthorized staff.

#### **AVAILABLE REFERENCES**

Article X § 2-3, Utah State Constitution

**Utah Code Ann. §53A-2-207(5)** – Enrollment of nonresident students processing fee

**Utah Code Ann. §53A-3-602.5** – School performance report – Components – Annual filing

**Utah Code Ann. §53A-11-806** – Defacing or injuring school property – Student’s liability – Voluntary work program alternative

**Utah Code Ann. §53A-12-102 to 104** – State Policy on student fees, deposits, or other charges – Waiver of fees – Notice of student fees and waivers.

**Utah Code Ann. §53A-12-201 to 204** – Provides for state policy on providing textbooks

**Utah Administrative Code R277-407** – Rules for School Fees

**Utah Administrative Code R277-713-6** – Student Tuition, Fees and Credit for Concurrent Enrollment Programs