



STUDENT FEE AND FEE WAIVER POLICY

Purpose and Scope

This policy ensures Bonneville Academy's compliance with Utah Code §53G-7-501 through §53G-7-511 and USBE Rule R277-407. It governs the assessment, collection, and waiver of student fees to ensure equal access to educational programs and activities. No student shall be denied access to a class or school-sponsored activity due to an inability to pay a fee.

Definitions

- Fee: A charge, deposit, rental, or other mandatory payment, regardless of the form or label, required as a condition for a student's participation in an activity, class, or program.
- Waiver: A full release from the requirement to pay a fee.
- Provisions in Lieu of Fee Waivers: Alternatives offered when a fee cannot be waived, such as providing school-supplied materials or scholarships.
- Supplies: Items needed for participation in an activity that are the responsibility of the student and may be purchased from any source.
- Textbook: Printed or digital material used as the basis for instruction in a subject.

Board Responsibilities

The Board of Directors shall annually adopt a fee schedule and approve this policy in a public meeting. The fee schedule shall identify all fees, their purpose, and whether the fee is subject to waiver. The fee schedule and this policy shall be made publicly available on the school's website and included in student registration materials.

Annual Notification to Parents

Bonneville Academy will notify all parents and guardians annually of the approved fee schedule, eligibility for fee waivers, how to apply, the appeals process, and the name and contact of the school's compliance officer.

Eligibility for Fee Waiver

A student qualifies for a fee waiver if the student's family meets one or more of the following conditions:

- Receives Free or Reduced Lunch under the National School Lunch Program
- Receives Supplemental Security Income (SSI)
- Receives Temporary Assistance for Needy Families (FEP/AFDC)
- Student is in foster care or state custody
- Demonstrates exceptional financial hardship





Fee Waiver Application Process

Parents or guardians may apply for a fee waiver by submitting a completed application with required documentation to the school's designated administrator. All applications will be handled confidentially and will not be shared beyond authorized personnel.

Documentation and Retention

Fee waiver documentation shall be retained for three years unless the parent or guardian waives the right in writing, in accordance with USBE Rule R277-407-8(2).

Confidentiality and Student Protections

Students shall not be treated differently, discriminated against, or denied participation due to fee waiver status. School staff shall maintain strict confidentiality regarding all fee waiver applications and decisions.

Appeals Process

If a fee waiver request is denied, the parent or guardian may appeal the decision to the Board of Directors within 10 school days. The Board shall respond to the appeal within a reasonable time and its decision shall be final.

Non-Waivable Fees

Fee waivers do not apply to charges for lost, damaged, or destroyed school property including textbooks, Chromebooks, and equipment, as specified in USBE Rule R277-407-13.

Approved by the Board of Directors on: _____

Signature: _____

Chair, Bonneville Academy Board of Directors

