

## **1.7 FEES**

Vanguard Academy has created an official fee policy and a fee waiver guideline.

A fee is defined as any charge, deposit, rental, or other mandatory payment in the form of money or goods. Any and all charges related to the National School Lunch Program, such as food or milk, are not considered fees. As required by law, all fees will be set, approved, and published annually by the Board of Directors. The fee schedule will be posted and distributed to all parents or guardians.

Utah state law permits the charging of fees for grades 7-12. Therefore students may be assessed fees for general school supplies, class materials, rental fees, activities, and programs. Items may include, but not be limited to, textbooks, labs, calculators, musical instruments, lockers, towels, clubs, travel, and other materials and supplies needed for specific courses. Refundable deposits may be charged to ensure the return or replacement of loaned tangible items. However, except for common household items and common articles of clothing, no student shall be required to pay a fee or provide any material, money, or any object of value unless the requirement has been approved by the Board of Directors and included in the school fee schedule.

For school activities outside of the regular school day, fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, so long as participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day. Items which have a cost associated with them include purchases such as school pictures, yearbooks, PE uniforms, or other similar items. Costs associated with these items are not considered to be fees and will not be waived. No fee may be charged or assessed in connection with any class or school sponsored or supported activity, including extracurricular activities, unless the fee is in accordance with this policy and has been set and approved by the Board of Directors. This approval applies to the following: Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups.

The school administration and Board of Directors shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials. Criteria for determining Free or Reduced lunch status, under the National School Lunch Program, will also be used for fee waiver qualifications. Students who qualify as Free or Reduced lunch will automatically qualify for fee waivers.

As permissible by law, Vanguard Academy may make donation requests to supplement the school's limited funds. All donation requests are strictly voluntary, and must be worded as such. Students may not be excluded from activities or penalized in any way because they did not make donations. At no time will the names of those who did not make donations be revealed, although those who make major donations may be honored. All donations are tax-deductible.

No present or former student with unpaid fees or fines may be denied receipt of transcripts or have their student files withheld from a subsequent school to be attended. A reasonable charge may be issued to cover the cost of duplicating or mailing, except for when duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

At the discretion of school administration provisions in lieu of fee waivers may be made available for students unable to pay their entire fees. Students may perform a work assignment or public service as payment-in-kind in lieu of a fee. The work must be a fair exchange of time for the value of the fees waived, appropriate to the age, maturity, and ability of the student, and not demeaning or discriminatory. Students are not obligated to perform work in lieu of fees, and parents must be given the opportunity to review the proposed alternatives, as well as given an available appeals process. If the parent/guardian appeals, no fees will be required to be paid until the appeal is decided.

Regardless of provisions in lieu of fee waiver, the school may assess charges to students who damage, destroy, or otherwise lose school property. The school may pursue reasonable methods in order to obtain payment for such charges; however, students may not be excluded from school, and transcripts may not be withheld as a means of obtaining payment of those charges.

All students shall be required to pay fees as appropriate to their individual schedule. Please see the current approved Vanguard Academy Fee Schedule. Curricular, co-curricular, or extra-curricular fees collected associated with student schedules will be used for classroom supplies, materials, and other expenses associated with running the class/program. Activity fees collected are used for school-wide activities such as field day.

Annually, by October 31, the School Fee Certification of Compliance Form will be submitted to the USOE law office. Attached to the compliance form will be the current board-approved school fee policy and current board-approved fee schedule.

Approved: 08/15/2015

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