



## SCHOOL FEE SCHEDULE & WAIVER POLICY

### PURPOSE

Pursuant to action taken by the 1986 State Legislature and subsequent rulings on that action by the State Board of Education, the Board of Trustees of The Winter Sports School in Park City has created an official Fee Schedule and Waiver Policy. The Board delegates to WSS's Administration the responsibility of administering this policy according to State law and Utah State Board of Education rule.

### POLICY REVIEW

Changes to this policy will be reviewed and approved in an open meeting of the Winter Sports School Board of Trustees.

### PROCEDURAL DETAILS

The Utah Constitution vests general control and supervision of the public education system in the State Board of Education and provides that secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Legislature. The Head of School, Admissions Specialist, and Business Managers are all authorized personnel to administer these policies at The Winter Sports School.

- a. Classes and Activities During the Regular School Day
    - i. All students attending The Winter Sports School will be charged a fee, which relates to materials or activities related to the instructional or team-building curriculum at The Winter Sports School.
    - ii. If a class is established or approved, which requires payment of fees or purchase of materials, tickets to events, etc., in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the class shall be subject to the fee waiver provisions of Utah Administrative Code R277-407-6.
    - iii. 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.
    - iv. WSS students are required to provide their own student supplies.
    - v. WSS students are required to replace supplies provided by the school that are lost, wasted, or damaged by the student through careless or irresponsible behavior.
  - b. School Activities Outside of the Regular School Day
    - i. Fees may be charged in connection with any school-sponsored activity for secondary students if the 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. This section applies to school-sponsored activities before and after school and on days when school is not in session.
    - ii. Fees may be charged for extra-curricular activities sponsored by The Winter Sports School.
- B. General Provisions
- a. No teacher, administrator, or another employee, or agent of the school may charge or assess a fee in connection with any class or school-sponsored or supported activity, including extra-curricular activities unless the fee has been set and approved by The Winter Sports School Board of Trustees in accordance with this policy.

- b. A School Fee Schedule shall be approved by the Board of Trustees each year, prior to the start of the WSS school year. Provisions shall be made for a public hearing designed to ensure public notice and participation at this annual adoption.
  - c. No present or former student may be denied receipt of report cards or records for failure to pay school fees other than a reasonable charge made to cover the cost of duplicating and mailing. No charge may be made for duplicating or mailing copies of school records to a secondary school in which the student is enrolled or intends to enroll.
  - d. In accordance with [Utah Code Ann. § 53G-8-212](#), The Winter Sports School will withhold the issuance of official grade reports, diploma, and (or) transcript of any student responsible for the loss or willful cutting, defacement, injury, or other damage to school property until the student or the student's parent or guardian has reversed and (or) paid for the damages.
  - e. WSS students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts.
  - f. 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 WSS may provide for a program of voluntary work for the student in lieu of the payment.
  - g. Optional fees for yearbooks, spirit wear, optional items, and other similar items are not Required Fees and are not subject to the Fee Waiver section of this Policy.
  - h. Monies received by WSS and designated by families as applicable to optional fees will instead be applied to required fees and tuition if the family has an outstanding balance for required fees and (or) tuition.
  - i. There are separate fee schedule structures for Grades 9-11 versus Grade 12 (see The Winter Sports School Fee Schedule).
  - j. Students shall be able to enroll and participate in any class and have the opportunity to acquire all skills and knowledge required for full credit and accurate grades, without paying a fee in accordance with the Fee Waiver section of this policy.
  - k. Requirements to provide fee waiver or alternate method of payment shall not apply to charges for lost or damaged school property.
  - l. The Winter Sports School may employ the services of a collection agency to collect unpaid student fees.
  - m. The school shall complete and submit the required Secondary Compliance forms annually as they are outlined by the Utah State Office of Education (USBE).
  - n. All mandatory School Fees are non-refundable and payable on or before the first day of school.
- C. **Waiver of Fees:** 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, The Winter Sports School shall provide for adequate waivers or other provisions in lieu of fee waivers. The procedure shall include the following:
- a. At the beginning of each school year, The Winter Sports School shall provide to parents the required [Fee Waiver Forms](#) as outlined by the Utah State Office of Education, a copy of The Winter Sports School's Fee Schedule, and the Fee Waiver Policy and appeal process.
  - b. The Head of School, Administrative Office Manager, and contracted business managers (i.e. Red Apple Finance) are all responsible for administering this Policy. They shall review all fee waiver applications in a professional manner and shall have sole authority to grant fee waivers, partial waivers, or arrange for an alternative method of payment. They may request the student to perform some alternative service in lieu of a waiver.
  - c. Alternate schedules for fee payment may be accepted by the WSS Business Manager when requested by the parent/guardian of a student.
  - d. The process for obtaining waivers or pursuing alternative schedules shall be administered fairly, objectively, timely, and avoid unreasonable burdens on students and parents.
  - e. Parents of students who are denied a waiver may appeal the decision in writing to The Head of School and then the Board.

- f. Confidentiality shall be maintained for all students who not only make an application for waivers but also to those who are granted waivers and/or participate in lieu of fee waiver programs.
- g. Eligibility for fee waivers:
  - i. The following three situations shall qualify students for fee waivers (in accordance with USBE rule):
    - 1. State custody or foster care;
    - 2. Students receiving public assistance in the form of Aid to Families with Dependent Children (AFDC), Supplemental Security Income (SSI), or similar governmental assistance programs; and
    - 3. Students who qualify for a free or discounted school lunch program.
  - ii. Case-by-Case Determinations
    - 1. For students who do not qualify for waivers as listed above, The Winter Sports School shall make an executive determination on a case-by-case basis if a student qualifies for waivers. The Winter Sports School shall consider extenuating circumstances such as, but not limited to, exceptional financial burdens, reduction of income, family crisis, extraordinary medical expenses, or is not reasonably capable of paying the fees.

D. Fee & Fee Waiver Policy References

- a. [USBE School Fees Poster 7-12](#)
- b. The Winter Sports School Fee Schedule (updated annually and posted to the Resources page of the WSS website)
- c. [Utah Code 53G-8-212](#)
- d. [Utah Code 53G-7 \(501-505\)](#)
- e. [Utah Admin Code R277-407](#)
- f. [USBE Website \(School Fees\)](#)