



## **FEE SCHEDULE AND FEE WAIVER GUIDELINES**

Jordan School District's 2021-22 Fee Schedule and Fee Waiver Guidelines are provided for your information. The fees are established annually by the Jordan School District Board of Education in accordance with the rules and regulations set forth by the Utah State Legislature and the Utah State Board of Education.

School principals have been designated as the administrators of the school fees and fee waivers. Consequently, you should direct questions regarding fees or fee waivers to your principal.

Fees, as identified by the Jordan District Board of Education, will be waived in accordance with the Utah State Board of Education standards for students whose parents or legal guardians verify evidence of inability to pay. Inability to pay is defined as those who are in state custody, foster care, or receiving public assistance in the form of Aid for Dependent Children, Supplemental Security Income, or are eligible according to Income Eligibility Guidelines July 1, 2021 to June 30, 2022; and, that case-by-case determinations are 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 such as loss of substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee. (The receipt of unemployment compensation and/or reduced price school lunch does not constitute public assistance as defined above.)

State law requires a school district to provide alternatives in lieu of 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 service outside of regular school hours as a student aide to school staff;
- Community service in 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.

If a request of a fee waiver is denied, the student or parent may appeal the decision to the Jordan School District Administration. If the administration upholds the decision to deny the fee waiver, the student or parent may appeal to the Jordan School District Board of Education.



## Current Fee Schedule

Jordan School District, in coordination with schools, recommends fees to the Board of Education for authorization in order to run programs and activities for students. The school district sets certain fees in order to maintain a level of consistency and equity across the district. However, other fees can vary depending on school need. Individual school fees may be viewed by clicking the links below.

### **2021-22 Middle School Fee Schedule:**

<https://fees.jordandistrict.org/schedule/middle/>

### **2021-22 High School Fee Schedule:**

<https://fees.jordandistrict.org/schedule/high/>

**\*In accordance with USBE Rule - R277-407-2, the identified charges are non-waivable.**

Pursuant to Utah Code 53G-6-702 through section 705 and Utah Admin. Code R277-494, students who attend a charter school, private school, or home school and participate in extracurricular and/or co-curricular activities are subject to the following:

#### **Extracurricular/Co-Curricular Activities:**

##### **1. Charter and Online School Students**

- a. Charter/Online school pays a one-time annual school participation fee of \$75.00 per student
- b. Student shall pay all required student activity specific fees
- c. Charter/Online school pays any waived fees

##### **2. Private or Home School Students**

- a. Student shall pay the basic registration fee and any required student activity specific fees.

Any mandatory payment for student participation in a class, program, or activity is a fee and is subject to the fee waiver requirements.

All fees listed are the maximum amounts charged per student for each class or school sponsored or supported activity. Actual amount charged may be less.

# School Fees Notice for Families of Students in Grades 7-12



## Utah law permits schools to charge fees in grades seven through twelve.

A student may be charged fees for participation in school classes, activities and programs. A student cannot be requested or required to pay any fee unless that request or requirement has been approved by the local Board of Education and included in the school or district fee schedule.

**Utah law requires** schools that charge fees to ensure that a fee waiver or other provisions in lieu of a fee waiver is available to any student whose families are unable to pay a fee.

## Fee Definition

A fee is defined as something of monetary value that is requested or required by a school for a student to be able to participate in an activity, class, or program that is provided, sponsored, or supported by a school, charter school, or district. This request or requirement can also be implied. Meaning that if something is not required for participation, but there is still an expectation for the student to have that item, it becomes a school fee. Below are some examples of fees:

- |                      |   |                             |
|----------------------|---|-----------------------------|
| • Registration fees  | • Costs of class or team trips (including room, board, and meals) | • After-school program fees |
| • Textbooks fees     | • Entrance fees for school concerts or games                      | • Truancy fines             |
| • Participation fees | • Football summer clinic costs                                    | • Instrument rentals        |

Charges for class rings, yearbooks, school pictures, letter jackets, and similar items are not fees and need not be waived. Also, if a student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Students may be required to pay fees for concurrent enrollment courses or advanced placement exams. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver. However, the College Board offers a reduction in these costs for those who are eligible.

## Fee Waivers

A student is eligible for a waiver if:

- their family receives TANF funding (food stamps or state Family Employment Program);
- the student receives SSI (Supplemental Security Income);
- the student is designated McKinney-Vento;
- the student is in foster care;
- the student is in state custody; or
- the student is eligible based on family/household income (the levels match those of free lunch eligibility).

A fee waiver is a full release from the requirement to pay a fee. If a student is eligible for fee waivers, **all fees must be waived**. If it is not specifically addressed in state law, a school must waive all fees, including anywhere a student's participation is optional. This means that those students who are eligible for a fee waiver can participate in any school class or activity free of charge.

*\* A student may also be eligible for fee waivers if they do not meet any of these standards but are still unable to pay a fee. Please see the local school or district policy for more information.*

### Fee Waivers *continued*

If a student wishes to apply for fee waivers, they will be asked to provide documentation of fee waiver eligibility as part of the application process.

To apply for a fee waiver, a student may submit the "Fee Waiver Application (Grades 7-12)". A copy of the application is included with this notice and additional copies may be obtained from the school office, or the state school fees website listed at the end of this document.

Once the documents have been submitted to the school, the fee requirement will be suspended until a final decision has been reached about the student's eligibility for fee waivers.

If the application is denied, the school will send a "Decision and Appeal Form". The form will explain why the application was denied and how to appeal the decision.

Remember to always keep a copy. If an appeal for a denial of fee waivers is submitted, all fees will not need to be paid until the appeal is decided.

### Donations, Confidentiality, and Enforcement of Fees

School funds are limited, and a school may need help in addition to fees. As a result, the school may ask for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations.

A student's name is confidential and cannot be disclosed to anyone lacking both a right and a need to know the information, regardless of whether a student has paid fees, donations, and contributions or not, or has applied for, received, or been denied waivers. The school may, however, with the consent of the donor, give appropriate recognition to any person or organization making a major donation or contribution to the school.

The school and school staff cannot withhold, reduce, or enhance grades or credit, or withhold grades, class schedules, credit, report cards, transcripts, or diplomas to enforce the payment of fees.

### For further information, contact:

#### Local school:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

#### District/Charter School Fees Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Utah State Board of Education School Fees website: <https://schools.utah.gov/schoolfees>

Utah State Board of Education School Fees Team





# Fee Waiver Application

Grades 7-12

- Please read the School Fees Notice (Grades 7-12) before completing this Application!
- If a school receives verification that a student is eligible for fee waiver, all fees must be waived for that student.
- All information on this application will be kept confidential.

## Student Information:

Name of student: \_\_\_\_\_ Student #: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade level: \_\_\_\_\_

Name of parent: \_\_\_\_\_ Phone number: \_\_\_\_\_

## Basis for Fee Waiver:

Please check the eligibility that applies: (only 1 is needed)		Verification to submit: *
<input type="checkbox"/>	1. Family receives TANF/FEP (Temporary Assistance for Needy Families or Family Employment Program) (financial assistance or food stamps)	• benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.
<input type="checkbox"/>	2. Student receives Supplemental Security Income (SSI, QUALIFIED CHILD WITH DISABILITIES)	• benefit verification documents from the Social Security Administration.
<input type="checkbox"/>	3. Student qualifies for McKinney-Vento.	• verified through the district or charters McKinney-Vento Liaison.
<input type="checkbox"/>	4. Student is in Foster Care (under Utah or local governmental supervision)	• the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
<input type="checkbox"/>	5. Student is in State Custody	
<input type="checkbox"/>	6. Student is eligible based on family/household income verification. Total Household Members: _____ Total Household Income: \$ _____	• family income verification in the form of income statements, pay stubs, or tax returns. (Please complete page 2.)

\*Please note: The school may require you to provide verification of eligibility. Please attach your verification documentation to this form when you give this application to your school. The only exception is eligibility for McKinney-Vento.

If none of the above apply but you wish to apply for fee waivers because of other extenuating circumstances, please state the reason(s) for the request: \_\_\_\_\_

(Please attach an additional page if needed.)

Please give this application to the Principal/School Director or School Fee Administrator when it is complete. All fee payments will be suspended until the school has decided if your student is eligible for fee waivers. You will then be given notice of the decision. If your student is eligible for a waiver, the school cannot require you to complete service, agree to an installment payment plan, or sign an IOU in place of a waiver.

I HEREBY CERTIFY THAT THE INFORMATION AND ATTACHED DOCUMENTATION I HAVE PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: \_\_\_\_\_ PARENT'S SIGNATURE: \_\_\_\_\_



## COMPLETE THIS PAGE ONLY IF OPTION #6 WAS SELECTED UNDER THE BASIS FOR FEE WAIVER SECTION

### INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS:

(Required for students who do not qualify based on a special category.)

Household income is determined by adding all household income from all sources and then comparing it to the number of people in the household. A household is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit. This means they generally reside in the same house and share expenses such as rent, utilities and food.

**List all income before deductions in the appropriate column(s).**

Name:	Earnings from Work (before deductions)	Pension/Retirement Social Security	Welfare, Alimony, Child Support, Other Income	Total Per Person
Last                      First                      Middle Initial	Monthly Income	Monthly Income	Monthly Income	Total Monthly Income
1	\$	\$	\$	\$
2	\$	\$	\$	\$
3	\$	\$	\$	\$
4	\$	\$	\$	\$

### EXAMPLES OF INCOME:

Earnings from Work	Pension/Retirement, Social Security	Welfare, Alimony, Child Support	Other Income
Wages, salaries and tips, strike benefits, unemployment comp., workers' comp, net income from self-owned business or farm	Pensions, supplement, security income, retirement payments, Social Security Income (including SSI a child receives)	*TANF payments*, welfare payments, alimony, and child support payments	Disability benefits; cash withdrawn from savings; interest & dividends; income from estates, trusts, and investments, regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income

\*Receipt of TANF assistance automatically qualifies one for fee waiver eligibility. No further proof of income is needed. Please review Basis for Fee Waiver section and submit application under TANF eligibility.\*

### INCOME ELIGIBILITY GUIDELINES

For School Year:

July 1, 2021 - June 30, 2022

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	16,744	1,396	698	644	322
2	22,646	1,888	944	871	436
3	28,548	2,379	1,190	1,098	549
4	34,450	2,871	1,436	1,325	663
5	40,352	3,363	1,682	1,552	776
6	46,254	3,855	1,928	1,779	890
7	52,156	4,347	2,174	2,006	1,003
8	58,058	4,839	2,420	2,233	1,117
For each additional family member, add:	5,902	492	246	227	114



# Fee Waiver Decision and Appeal Form



To the parent of: \_\_\_\_\_

Your application for fee waiver has been:

☐ Approved - ALL fees will be waived for the \_\_\_\_\_ school year.

☐ Denied - for the following reason:

☐ Your child does not qualify under any of the eligible categories.

☐ You have not provided the documentation necessary to determine if your child qualifies for fee waivers.

☐ Other: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature of school employee)*

## Parental Appeal Rights:

**IF YOU DISAGREE WITH THIS DECISION, YOU HAVE THE RIGHT TO APPEAL.** To appeal, send a letter (or the Notice of Appeal form printed at the bottom of this page) to the principal/charter school director, explaining why you disagree with this decision. Include your name, your child's name, and the date. **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 districts'/charter schools' Fee Waiver 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.**

## Notice of Appeal:

I, \_\_\_\_\_ wish to appeal the decision regarding my application for school fee waivers for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My child's name is: \_\_\_\_\_

Please schedule a meeting to discuss this appeal. I understand that all fees will be suspended until a final decision has been reached, and that my child will be able to participate fully in all school activities during that time on the same basis as if the fees had been paid.

\_\_\_\_\_  
Date: \_\_\_\_\_

*(Signature of person submitting the appeal)*

School Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_





# Service Agreement, Verification and Appeal Form



Utah law states that an LEA may provide alternatives in lieu of fee waivers sufficient “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.” If offered, a student may choose to perform service in lieu of a fee waiver but **a school district cannot require a student to perform service in lieu of a fee waiver**. If your student chooses to perform service, there are options from which to choose to complete the service. Service options may include:

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

\_\_\_\_\_ agrees to complete \_\_\_\_\_ hours of service \_\_\_\_\_  
(Student's name) (brief description)

To be completed before: \_\_\_\_\_ This will satisfy the student's fee obligation of \$ \_\_\_\_\_.  
(Date)

All services will be credited at the rate of \$ \_\_\_\_\_ per hour. Once completed, the student's school fees will be waived.

## SIGNATURES:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

The school district must ensure that a service assignment is appropriate to the age of the student, physical condition of the student, and maturity of the student. The assignment must also be consistent with state and federal laws, including the Federal Fair Labor Standards Act. This requires that the service must be performed 1) within a reasonable period of time, 2) each hour of service is credited at an amount at least equal to the current minimum wage, and 3) service hours worked per day and week are limited according to the student's age.

*For example, if a fee-waiver eligible student is assessed \$100 for school fees and the school policy is based upon a \$10 per hour service credit, then the student may be asked to perform up to 10 hours of service.*

Service assignments 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, service assignments must avoid excessive burdens on students and families and give proper consideration to a student's educational and transportation needs and other responsibilities.





## Verification of Service

**If circumstances arise which make it too difficult for a student to complete a service assignment, notify the school principal immediately to determine what adjustments should be made.**

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

## Verification of Service:

Service Location: \_\_\_\_\_ Service Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hours: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Service Location: \_\_\_\_\_ Service Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hours: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

\_\_\_\_\_ has completed all service hours as stated above, and fulfilled all agreed upon  
(Student's name)  
service hours to the fullest extent reasonably possible according to individual circumstances of both the student and the school.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the service provided and verified with the Supervisor that all service was completed as stated above to the fullest extent reasonably possible according to individual circumstances of both the student and the school. Therefore, as agreed, all student fees have been waived.

School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## Parental Appeal Rights:

**PLEASE BE SURE TO READ THE SCHOOL FEES NOTICE AND THIS FORM BEFORE DECIDING TO APPEAL THE SERVICE AGREEMENT.**

If you disagree with this agreement, you have the right to appeal. To appeal, send a letter to the school principal explaining why you disagree with the service agreement. Include your name, your child's name, and the date. If you prefer, the school has provided an appeal form on the following page that 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.**



## Appeal of Service Agreement

---

Student's name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

I, \_\_\_\_\_, wish to appeal the agreement regarding the service assignment established for my child for the following reasons:

☐ Type of Service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Time Period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Pay Rate credited: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please schedule a meeting to discuss this appeal. I understand that all fees will be suspended until a final decision has been reached, and that my child will be able to participate fully in all school activities during that time on the same basis as if the fees had been paid.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For more information contact the school:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Contact the district/charter's School Fees Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Visit the state school fees website: <https://schools.utah.gov/schoolfees>



Dear Parent/Guardian

Children need healthy meals to learn. Jordan School District offers healthy meals every school day.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No, please use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete including the last 4 digits of your social security number, so be sure to fill out all required information. You may apply online by \*going to your school's website and logging into Skyward. (If you don't know your Skyward log-in, please contact your school.) \*Click on the Food Service link. \* Click on the "application" tab. (The application will prompt you through completion.) \*Click "**submit**"
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations or, in some states Temporary Assistance for Needy (TANF), and some Medicaid recipients may receive free meals according to your income. All children in the household should be extended those benefits. If a child was left off, please call the number below to have a student added. Also, your children can receive free meals if your household's gross income is within the "free" limits on the Federal Income Eligibility Guidelines.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. The foster family may include foster children as a member of the household when applying for benefits for their own children.
4. CAN HOMELESS, RUNAWAY AND MIGRANT CHILDREN GET FREE MEALS? Children who meet the definition of homeless or runaway may qualify for free meals. Migrant children will need to meet the income guidelines to be on free. If you haven't been told your children will get free meals, please e-mail Julie Dunn at [Julie.dunn@jordandistrict.org](mailto:Julie.dunn@jordandistrict.org) or call 801-567-8765 to see if they qualify.
5. WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Guidelines or if you qualify for Medicaid by your income.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE OR REDUCED MEALS? Please read the letter carefully and follow the instructions. Call the district at 801-567-8765 if you have children that need to be added or you have questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR, DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first 30 days into the new school year. You must send in a new application unless the district sent a letter that you were directly certified. When the carry-over period ends, unless the household is approved, the children must pay full price for school meals. 30 day reminder notices will be sent out to help you submit new applications.
8. I GET WIC, CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC **may** be eligible for free or reduced price meals. Please fill out an application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes, and we may also ask you to provide written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limits.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You may ask for a hearing by calling or writing to: Jana Cruz, Jordan School District Auxiliary Services Building, Nutrition Services, 7905 S. Redwood Road, West Jordan, Utah, 84088 801-567-8765
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. MAY I FILL OUT A HARD COPY APPLICATION? Yes, applications are available from the main office at your school or from Jordan School District office 7905 S. Redwood Road. Hard copy applications should be submitted to your school's cafeteria office or to Jordan School District Nutrition Services (7905 S. Redwood Road)

If you have other questions or need help, call 801-567-8765

Si necesita ayuda, por favor llame el telefono 801-567-8765

Si vous voudriez d'aide, contactez nous au number 801-567-8765

Sincerely, Jana Cruz Nutrition Services Director