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**SECTION:** J – Students  
**POLICY TITLE:** Student Fees  
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**1. PURPOSE AND PHILOSOPHY**

The Utah County Academy of Sciences Board of Trustees (UCAS Board) adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

**2. POLICY**

- 2.1.** A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school including for a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the UCAS Board fee schedule.
- 2.2.** To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, UCAS shall limit student expenditures for UCAS and school-sponsored activities, including expenditures for clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.
- 2.3.** A school shall provide notice to a parent of each student attending the school of all current fee schedules and the opportunity for fee waivers prior to the student being registered for a course, activity, or program to enable the parent and student to make an informed decision prior to committing to the student's enrollment or participation.

- 2.4. A school shall provide an opportunity for a parent to apply to have one or more fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.
- 2.5. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with UCAS policies and state law.

### 3. ESTABLISHING A FEE SCHEDULE

- 3.1. "Fee" means a charge, expense, deposit, rental, or payment:
  - 3.1.1. regardless of how it is termed, described, requested, or required directly or indirectly;
  - 3.1.2. in the form of money, goods, or services; and
  - 3.1.3. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by UCAS.
- 3.2. "Fee" includes:
  - 3.2.1. money or something of monetary value raised by a student or the student's family through fundraising;
  - 3.2.2. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
  - 3.2.3. payments made to a third party that provides a part of a school activity, class, or program;
  - 3.2.4. charges or expenditures for classroom:
    - 3.2.4.1. textbooks;
    - 3.2.4.2. 2.2.4.2 supplies; or
    - 3.2.4.3. 2.2.4.3 materials;
  - 3.2.5. a fine, other than a fine identified in the subsection below.
- 3.3. "Fee" does not include:
  - 3.3.1. a non-waivable charge as described in Section 3
  - 3.3.2. a student fine for:
    - 3.3.2.1. failing to return school property;
    - 3.3.2.2. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Section 53G-8-212; or
    - 3.3.2.3. improper use of school property, including a parking violation;
  - 3.3.3. a payment for school breakfast or lunch;
  - 3.3.4. a deposit that is:





- 4.3. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.
- 4.4. A school may require a secondary student to provide student supplies as defined in this policy.
- 4.5. Beginning in the 2022-2023 school year schools may not charge a fee for:
  - 4.5.1. a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
    - 4.5.1.1. "Textbook" means instructional material necessary for participation in a course or program, regardless of the format of the material including:
      - 4.5.1.1.1. books, printed materials, and consumable workbooks;
      - 4.5.1.1.2. computer hardware, software, or digital content; and
      - 4.5.1.1.3. cost of maintenance and replacement as a result of normal use.
    - 4.5.1.2. "Textbook" does not include instructional equipment.
- 4.6. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the UCAS fee schedule and are subject to fee waivers. Additionally, beginning with the 2022-23 school year, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and shall be provided free of charge.
- 4.7. Schools may charge a fee for instructional equipment subject to fee waivers.
  - 4.7.1. "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.
  - 4.7.2. "Instructional equipment" includes course related tools or instruments.
- 4.8. UCAS may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.

## 5. PROJECT RELATED COURSES

- 5.1. In project related courses, projects required for course completion shall be free to all elementary school students and included in the approved course fee and be waivable for secondary students.

- 5.2. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.
- 5.3. A school shall avoid allowing high cost additional projects, particularly if authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.
- 5.4. A school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

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

- 6.1. Fees may be charged in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:
  - 6.1.1. participation in the activity is voluntary;
  - 6.1.2. the fee is on the Board approved fee schedule;
  - 6.1.3. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;
  - 6.1.4. the fee revenue is collected in compliance with UCAS's financial policies;
  - 6.1.5. fee revenue is expended in compliance with the spend plan;
  - 6.1.6. the fee is subject to the fee waiver requirements; and
- 6.2. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

## **7. NOTICE TO PARENTS**

- 7.1. UCAS shall annually publish the Board's approved fee schedule, including fee maximums, and fee waiver policies on the school's website in an easily accessible location.
- 7.2. The parent of each student shall be provided a copy of the fee schedule, fee waiver policies, and the school fee documents required by Utah Admin Code R277-407-6 annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.
- 7.3. Upon request, the school shall provide printed copies of school fee schedules, waiver policies, and documents to a parent or guardian who is unable or chooses not to access them through the UCAS website.
- 7.4. If more than 20% of the student or parent population of UCAS uses a single language other than English as their first language, UCAS will publish the fee schedule and fee waiver policies in the language of those families.

- 7.5. The administrator of a school shall make arrangements for a UCAS representative to meet personally with each student's parent or family and make available an interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and UCAS has not published the information in the parent's first language.

## 8. FEE WAIVERS

### 8.1. General Fee Waiver Provisions

- 8.1.1. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
- 8.1.2. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or Utah Admin Code R277-407.
- 8.1.3. A school is not required to waive a non-waivable charge.
- 8.1.4. 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, each school will provide for adequate waivers or other provisions in lieu of fee waivers.
- 8.1.5. The process for obtaining a fee waiver, pursuing an alternative to fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
- 8.1.6. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.
- 8.1.7. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.

### 8.2. Fee Waiver Eligible Charges: Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:

- 8.2.1. An activity, class, or program that is:
- 8.2.1.1. primarily intended to serve school-age children; and
  - 8.2.1.2. taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.
- 8.2.2. An activity, class, or program that is explicitly or implicitly required:
- 8.2.2.1. as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit;



are non-waivable charges including:

- 8.3.2.1.** a charge for a school breakfast or lunch;
- 8.3.2.2.** a fine for improper use of school property, including a parking violation; or
- 8.3.2.3.** a fine for replacement of damaged or lost school property in accordance with Utah Code Ann. §53G-8-212.
  - 8.3.2.3.1.** If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.
  - 8.3.2.3.2.** No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.

#### **8.4.** Fee Waiver Administrator

- 8.4.1.** The school leader shall designate at least one person at the appropriate administrative level to act as the "Fee Waiver Administrator." The designated individual shall:
  - 8.4.1.1.** be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
  - 8.4.1.2.** work in an appropriate setting to facilitate confidential conversations and documents.
- 8.4.2.** The Fee Waiver Administrator shall be responsible to:
  - 8.4.2.1.** review fee waiver applications and verification documents;
  - 8.4.2.2.** grant or deny fee waiver requests;
  - 8.4.2.3.** compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and
  - 8.4.2.4.** report fee waiver information.
- 8.4.3.** The Fee Waiver Administrator's contact information will be available on the school's website with other school fee information and in student registration materials.
- 8.4.4.** A student may not assist in the fee waiver approval process.

#### **8.5.** Fee Waiver Application Process

- 8.5.1.** A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.

- 8.5.2.** The application for fee waiver shall be included on the school's website.
- 8.5.3.** The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
- 8.5.4.** A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator on an annual basis.

**8.6.** Fee Waiver Eligibility Verification

- 8.6.1.** A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:
  - 8.6.1.1.** The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
    - 8.6.1.1.1.** these levels are set to correspond to the income levels for the federal free lunch program and may be found at [schools.utah.gov/schoolfees](http://schools.utah.gov/schoolfees) on the fee waiver application form;
    - 8.6.1.1.2.** all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
  - 8.6.1.2.** The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
  - 8.6.1.3.** The student's family receives Temporary Assistance for Needy Families (TANF) and the parent provides 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.
  - 8.6.1.4.** The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
  - 8.6.1.5.** The student qualifies for McKinney-Vento Homeless Assistance Act assistance.
- 8.6.2.** A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.

- 8.6.2.1.** A Fee Waiver Administrator may grant a fee waiver to a student, on a case-by-case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee.
- 8.6.2.2.** An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.
- 8.6.2.3.** Verification may be collected as appropriate for the situation.

**8.7.** Notification of Eligibility

- 8.7.1.** After reviewing the documentation provided by the student and the student’s parent, the Fee Waiver Administrator will approve or deny the fee waiver request.
- 8.7.2.** The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:
  - 8.7.2.1.** That the student’s eligibility was verified;
  - 8.7.2.2.** The name and position of the person who reviewed the verification documents;
  - 8.7.2.3.** The date it was verified; and
  - 8.7.2.4.** The type of documentation used to verify eligibility.
- 8.7.3.** The Fee Waiver Administrator shall maintain documentation of the following:
  - 8.7.3.1.** The school year the request was submitted;
  - 8.7.3.2.** The type and amount of fees requested to be waived;
  - 8.7.3.3.** Whether the request was approved or denied;
  - 8.7.3.4.** If approved, the type and amount of fees which were waived.
- 8.7.4.** The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student’s parent using the standardized state board fee waiver decision and appeal form. 7.7.5 If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.

**8.8.** Appeal of Fee Waiver Denial

- 8.8.1.** A student or the student’s parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the school leader within 10 school days of receiving notice of denial.

**8.8.2.** The school shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the principal to discuss the parent’s concerns.

**8.8.3.** If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial, to the Board of Trustees.

## **9. ALTERNATIVES TO FEE WAIVERS**

**9.1.** Alternatives to waiving school fees may include such things as a reasonable requirement for tutoring of other students, custodial work, or other service at the school. School or community service activities must be appropriate to the age, physical condition, and maturity of the student, and must be conducted in such a way that students are not subjected to embarrassment, ridicule, or humiliation. In addition, school or community service requirements and fundraising activities must avoid excessive burdens on students and families and give proper consideration to a student’s education and transportation needs and other responsibilities.

**9.2.** Service that is done in lieu of a fee may be transferred to another LEA upon request of the student.

**9.3.** Students are allowed to appeal a fee alternative in lieu of a fee waiver.

**9.4.** UCAS may not require installment payments, IOUs, or other delayed payment plans in lieu of fee waivers. Schools may allow parents/guardians, at their request, to pay fees in installments over a period of time, but may not require it.

## **10. COLLECTION OF SCHOOL FEES**

**10.1.** A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.

**10.2.** A student may not collect or receive student fees from other students or parents.

**10.3.** A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:

**10.3.1.** exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by UCAS;

**10.3.2.** refuse to issue a course grade; or

**10.3.3.** deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.

**10.4.** A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.

**10.5.** A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.

**10.6.** If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school

may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with Utah Code Ann. §53G-8-212(2)(a).

- 10.7. Notwithstanding Subsection D, a school may not withhold any records required for student enrollment or placement in a subsequent K-12 school.
- 10.8. A student may be denied the opportunity to participate in graduation ceremonies due to outstanding fees. In this case, the student and parent will receive three (3) notices of anticipated exclusion.

## 11. FUNDRAISING

- 11.1. Any fundraising activity must be approved and conducted in accordance with UCAS Fundraising Policy.
  - 11.1.1. A school may not authorize, establish, or allow for required individual fundraising.
  - 11.1.2. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
  - 11.1.3. A school may allow for group fundraisers.
- 11.2. A school shall not deny a student membership in or participation on a team or group or in an activity based on the student's non-participation in a fundraiser. 10.3 Schools seeking to use alternative methods of raising revenue must comply with Utah Admin. Code R277-113.

## 12. DONATIONS IN LIEU OF FEES

- 12.1. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by UCAS and receipt of the donation will not affect participation by an individual student.
- 12.2. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.
- 12.3. UCAS level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.

## 13. SCHOOL REPORTING REQUIREMENTS

- 13.1. The UCAS principal and Board Chair shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy.
- 13.2. The UCAS leader shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy and submit the following forms:
  - 13.2.1. Student Fee Schedule with Spend Plan
  - 13.2.2. School Fee Policy

**13.2.3.** School Fee Waiver Policy

**13.2.4.** Notice of Fee Waiver Criteria provided by the LEA to student's parents

**13.3.** Each school shall maintain records annually of:

**13.3.1.** number of students enrolled as of October 1

**13.3.2.** number of students granted fee waivers

**13.3.3.** dollar amount of fees waived

**13.3.4.** number of students who worked in lieu of fee waivers

**13.3.5.** dollar amount of fees collected from students

**13.3.6.** dollar amount of fees collected from students for curricular activities

**13.3.7.** dollar amount of fees collected from students for co-curricular activities

**13.3.8.** dollar amount of fees collected from students for extra-curricular activities

**14. TRAINING**

UCAS shall provide for annual training of school employees on fee related policies enacted by the Board specific to each employee's job function.

**15. PENALTIES FOR VIOLATION OF SCHOOL FEE POLICY**

**15.1.** Any administrator, teacher, advisor or coach who knowingly violates the authorized fee schedule and financial policies as approved annually by the Board will be subject to disciplinary action as outlined by UCAS Policy.

**15.2.** Monies collected beyond the approved fee schedule will be refunded by the school back to the individual student(s).

**15.3.** If a school violates the authorized fee schedule and financial policy, the Board may impose the following:

**15.3.1.** Issue a letter of reprimand to the individual(s) and/or school.

**15.3.2.** Restrict participation in group or state level activities.

**15.3.3.** The principal, teacher, coach/advisor, and/or the school may be assessed a fine not to exceed \$200.

**16. DEFINITIONS**

**16.1.** "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum.

**16.2.** "Curricular activity" means an activity, a course, or a program that is:

**16.2.1.** provided, sponsored, or supported by an LEA; and

- 16.2.2.** conducted only during school hours.
- 16.3.** "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:
  - 16.3.1.** is sponsored, recognized, or sanctioned by UCAS; and
  - 16.3.2.** supplements or compliments, but is not part of, UCAS's required program or regular curriculum.
- 16.4.** "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:
  - 16.4.1.** provide financial support to a school or any of the school's classes, groups, teams, or programs; or
  - 16.4.2.** benefit a particular charity or for other charitable purposes.
- 16.5.** "Fundraiser," "fundraising," or "fundraising activity" may include:
  - 16.5.1.** the sale of goods or services;
  - 16.5.2.** the solicitation of monetary contributions from individuals or businesses; or
  - 16.5.3.** other lawful means or methods that use students to generate funds.
- 16.6.** "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- 16.7.** "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.
- 16.8.** "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- 16.9.** "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
  - 16.9.1.** is authorized by an LEA or school, according to local education board policy; or
  - 16.9.2.** satisfies at least one of the following conditions:
    - 16.9.2.1.** the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an LEA or school, or an LEA or school employee;
    - 16.9.2.2.** the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the LEA or school's facilities, equipment, or other school resources; or

- 16.9.2.3.** the activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.
- 16.10.** "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.
- 16.11.** "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.
- 16.12.** "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.
- 16.13.** "Regular school day" has the same meaning as the term "school day" described in Section R277-419-2.
- 16.14.** "Requested or required by an LEA as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
- 16.14.1.** fully participate in school or in a school activity, class, or program;
  - 16.14.2.** successfully complete a school class for the highest grade; or
  - 16.14.3.** avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
    - 16.14.3.1.** peer pressure, shaming, stigmatizing, bullying, or the like; or
    - 16.14.3.2.** withholding or curtailing any privilege that is otherwise provided to any other student.
- 16.15.** "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.
- 16.16.** "Something of monetary value" includes:
- 16.16.1.** charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
  - 16.16.2.** payments made to a third party that provide a part of a school activity, class, or program;
  - 16.16.3.** classroom supplies or materials; and
  - 16.16.4.** a fine, except for a student fine specifically approved by an LEA for:
    - 16.16.4.1.** failing to return school property;
    - 16.16.4.2.** losing, wasting, or damaging private or school property through

intentional, careless, or irresponsible behavior; or

**16.16.4.3.** improper use of school property, including a parking violation.

**16.17.** "Student supplies" means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.

**16.18.** "Student supplies" include:

**16.18.1.** pencils;

**16.18.2.** paper;

**16.18.3.** notebooks;

**16.18.4.** crayons;

**16.18.5.** scissors;

**16.18.6.** basic clothing for healthy lifestyle classes; and

**16.18.7.** similar personal or consumable items over which a student retains ownership.

**16.19.** "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.

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#### REFERENCES

UTAH CODE ANN. § 53G-6-402(5)

UTAH CODE ANN. § 53G-6-604

UTAH CODE ANN. § 53G-8-212

UTAH CODE ANN. § 53G-7-501, et. seq.

UTAH CODE ANN. § 53G-7-601, et. seq.

UTAH CODE ANN. § 53G-7-701, et. seq.

UTAH CODE ANN. § 53G-7-801, et. seq.

UTAH ADMIN. CODE R277-113-6

UTAH ADMIN. CODE R277-113-7

UTAH ADMIN. CODE R277-407

UTAH ADMIN. CODE R277-713

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UCAS FEE SCHEDULE

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#### FORMS

UCAS FEE WAIVER APPLICATION

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#### HISTORY

**Revised – May 19, 2026.** 8.6.1.5 added

**Revised – January 21, 2020.** Significant language changes and additions to come into compliance with new school fee codes.

**Approved – January 15, 2013**

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