Good Foundations Academy
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Fee and Fee Waiver Policy

Compliance

Good Foundations Academy (GFA) shall comply with all applicable laws and rules related to school fees and fee waivers.

Fees for Classes and Activities During the Regular School Day

GFA is an elementary school serving students in Kindergarten through sixth grade. As such, we are not allowed to charge fees for materials, textbooks, supplies, or any class or activity that takes place during the regular school day, including but not limited to assemblies and field trips. Therefore, it is the policy of GFA that we do not charge such fees.

Fees for Activities Outside of the Regular School Day

While the school currently does not charge any school fees, it is the policy of the Board to reserve the right to charge fees related to school-sponsored activities that do not take place during the regular school day if participation in the activity is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day. Charging such fees is allowed by Utah law.

Fee Waiver Administration

If the school elects to charge fees as explained above, the school shall administer this policy, adopt a dollar amount cap on total fee waivers, and review and grant appropriate fee waiver requests. The process for obtaining waivers or pursuing available alternatives will be administered in accordance with this policy fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The school shall not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining fee waivers or pursuing available alternatives shall create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining fee waivers or pursuing available alternatives shall comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA).The school shall not identify a student on fee waiver to other students, staff members, or other persons who do not need to know. Students may not collect fees for the school or assist the school in the fee waiver approval process.

Fee Waiver Eligibility

In the event that fees are charged by the school, students shall be eligible for a fee waiver if the school receives verification that:

- In accordance with Utah Code § 53G-7-504(4), the student's family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;

- The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the school may require a benefit verification letter from the Social Security Administration;
    - Please note: only students who are disabled or blind and whose families have little or no income or resources qualify for SSI. In addition, students who receive Survivor Benefits do not qualify for the SSI fee waiver eligibility category;
- The student's family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the school may require the student's family to provide to the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services;
- The student is in foster care through the Division of Child and Family Services or is in state care. If a student is in state care or foster care, the school may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department;
- The student is eligible for free or reduced lunch; or
- The student qualifies for McKinney-Vento Homeless Assistance Act assistance. If a student qualifies for McKinney-Vento, the school may obtain verification through the school's McKinney-Vento liaison.

Parents of students who may qualify for fee waivers shall complete the school's Fee Waiver Application and submit the application to the front office so that the application can be reviewed and processed. In order to protect students' and their families' privacy and confidentiality, GFA will NOT maintain documentation of fee waiver eligibility. However, GFA may transfer fee waiver eligibility to other schools to which students advance or transfer.

Appeal Process

If the school denies a parent's fee waiver request, the parent may appeal the denial in writing to the school's Director within ten (10) school days of the parent receiving notice of the denial. The school shall contact the parent within two (2) weeks of receiving the appeal and schedule a meeting with the Director to discuss the parent's concerns. If, after meeting with the Director, the parent's fee waiver request is still denied, the parent may appeal the denial in writing to the Board within ten (10) school days of receiving the second notice of denial from the Director. During an appeal period the requirement that a fee be paid shall be suspended.

Notice to Parents

If the school elects to charge fees, the school shall properly adopt a Fee Schedule and annually provide written notice of the school's Fee Schedule and Fee and Fee Waiver Policy to the parent of each student in the school by ensuring that a written copy of the school's Fee Schedule and Fee and Fee Waiver Policy is included with registration materials provided to potential or continuing students each year.

In addition, if the school elects to charge fees, the school shall also post the following on its website:
- The school's Fee Schedule, including maximum fee amounts;
- The school's Fee and Fee Waiver Policy;
- The school's Fee Waiver Application;
- The school's Fee Waiver Decision and Appeal Form; and
- The school's Fee Notice for families.