



C.S. LEWIS ACADEMY

Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

Fees and Waiver Policy

Purpose

As mandated by the Utah State Constitution Article X, Sections 2 and 3 and Utah State Code R277-407, C.S. Lewis Academy is prohibited from charging fees to elementary school students. As such, C.S. Lewis Academy has created an official fee policy and a fee waiver guideline.

Definition of Fee

Fees are defined as any charge, deposit, rental, or other mandatory payment that is requested or required as a condition to a student's full participation in an activity, course, or program that is provided or sponsored by C.S. Lewis Academy.

"Fee" includes:

- Something of monetary value that is mandated or necessary for a student, parent, or family to provide so that a student may fully participate in or successfully complete a class for the highest grade.
- Charges or expenditures for a school field trip or activity trip.
- Charges or expenditures for classroom textbooks, supplies, or materials.
- Charges or expenditures for school activity clothing.

"Fee" does not include:

- A student fine for failing to return school property.
- Charges for losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior.
- A fine for improper use of school property
- Charges related to the National School Lunch Program.



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School Transportation

Transportation costs for the C.S. Lewis Academy bus system will be determined by the Administration with approval by the Board of Trustees. Those eligible for the National School Lunch Program will also be eligible to have the bus expense to be reduced or waived. Paperwork for reduced or waived fees can be obtained through the school.

NON-WAIVABLE CHARGES

The following are non-waivable charges and do not constitute fees subject to waivers or other restrictions set forth by this policy.

- Students may purchase student pictures, yearbooks, clothing, or similar items through the school. Those items are available to students on an optional basis. The costs associated with such items are not considered fees and are not subject to fee waivers.
- The costs of replacement or repairs of items lost or damaged by a student are not fees and will not be waived.

Waivers

C.S. Lewis Academy shall provide, as part of this fee policy, adequate waivers or other provisions 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 a student is eligible for fee waivers, all fees must be waived.

Fees must be waived for the following students:

- Students eligible for free school lunch
- Students who are in state custody or foster care
- Students whose families are receiving public assistance through the Family Employment



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Program (FEP) from the Utah Department of Workforce Services

- Students who are receiving Supplemental Security Income (SSI)
- Students whose families are financially unable to pay because of exceptional financial burdens beyond the family's control; these determinations are made on a case-by-case basis by school administration.

C.S. Lewis Academy may request documentation from parents to verify fee waiver eligibility. The fee waiver application process must be handled fairly, objectively, confidentially, and without discrimination. Only school staff with a need and right to know shall be aware of student fee waiver status. The policy shall be administered and waivers shall be granted only by school administration.