

The Center for Creativity, Innovation and Discovery

Fee Schedule and Waiver Policy

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I. Board Policy

Pursuant to action taken by the 1986 State Legislature and subsequent rulings on that action by the State Board of Education, The Center for Creativity, Innovation and Discovery, (CCID) has created (1) an official fee policy, and (2) a fee waiver guideline and (3) Fee Waive Decision and Appeal.

The Board delegates to the Administration of CCID (“CCID”) the responsibility of administering this policy.

II. Administration Policy

The following definitions and standards shall serve as guidelines for the Administration as they assess and collect fees at CCID.

Guidelines

A. Definitions

Fee: Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods.

Provisions in Lieu of Fee Waiver: An alternative to fee payment and waiver of fee payment.

Student Supplies: 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 CCID-sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, CCID spirit wear, and similar personal or consumable items over which a Student retains ownership.

Optional Project: A project chosen and retained by a Student where projects are part of the curriculum, in lieu of a meaningful and productive project otherwise available to the Student that would require only materials supplied by CCID.

Textbook: Book, workbook, and materials similar in function that are required for participation in any instructional course.

Waiver: Release from the requirement of payment of a fee and from any provision in lieu of fee payment. Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently from other Students or identified to persons who do not need such information.

B. Standards

1. Classes and Activities During the Regular Academic Day

a. No fee may be charged for any class or activity in kindergarten through sixth grade.

b. Donations may be requested but not required for any class or activity in kindergarten through sixth grade.

c. Textbook, lab, and other course-related fees may only be charged in grades seven and eight. (Secondary Grades)

d. Students must be able to enroll and participate in any class and have the opportunity to acquire all skills and knowledge required for full credit and highest grades. They may do this without paying a fee or participating in a fund raising activity with the following exceptions:

(1) Students of all grade levels may be required to provide materials for their optional projects.

(2) Student supplies must be provided for elementary Students. A Student may, however, be required to replace supplies provided by CCID that are lost, wasted, or damaged by the Student.

(3) Seventh and eighth-grade Students may be required to provide their own Student supplies.

2. Activities Outside of the Regular Academic Day

Fees may be charged in connection with any CCID-sponsored activity, regardless of the age or grade level of the Student, if participation is voluntary and does not affect a

Student's grade or ability to participate fully in any course taught during the day. Fee waivers for any CCID sponsored activity will be made available to all parents at the time of registration for enrollment of voluntary before school / after school program.

3. General Provisions

a. No fee may be charged or assessed in connection with any class or CCID-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the CCID Governing Board in accordance with this policy.

b. The Governing Board shall adopt the fee schedules and policies for CCID at least once each year in a regularly scheduled public meeting of the board. Provision shall be made for broad public notice and participation in the development of fee schedules and waiver policies and must be noticed for two Governing Board meetings.

c. CCID shall adopt procedures to ensure that the parent or guardian of each Student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in a language that is easily understood and included with Student registration materials.

d. No present or former Student may be denied receipt of transcripts or a diploma for failure to pay fees other than a reasonable charge made to cover the cost of duplicating or mailing. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the Student is enrolled or intends to enroll.

e. The Governing Board shall provide, as part of any fee policy or schedule, for adequate waivers or other provisions to ensure that no Student is denied the opportunity to participate in a class or CCID-sponsored or supported activity because of an inability to pay a fee. The waiver policy shall include procedures to ensure that:

(1) A person is designated at CCID to administer the policy and grant waivers (Executive Director);

(2) The process for obtaining waivers or pursuing alternatives is administered fairly and objectively.

(3) Fee waivers or other provisions in lieu of fee waivers are available to all Students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, or foster care, and others whose parents or guardians are financially unable to pay;

(4) Textbook fees are waived for all eligible Students in accordance with §53-13a-4 of the Utah Code;

(5) Parents are given the opportunity to review proposed alternatives to fee waivers;

(6) An appeal process is available, including the opportunity to appeal to the Governing Board or its designee; and

f. To preserve equal opportunity for all Students and to limit diversion of money and school and staff resources from the basic school program, this fee policy shall be designed to place a reasonable limit on Student expenditures for school sponsored activities, including expenditures for activities, clubs, clinics, travel, and subject area and vocational leadership organizations whether local, state or national.

g. The requirements of fee waiver and availability of other provisions in lieu of fee waiver does not apply to charges assessed pursuant to a Student's damaging or losing school property. CCID may pursue reasonable methods for obtaining payment for such charges, but may not exclude Students from school or withhold transcripts or diplomas to obtain payment of those charges.

h. Charges for yearbooks, spirit items and clothing, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.

CCID Fee Schedule 2019-2020

1) There are no fees for K - 8th grade CCID students for classes and activities during the regular academic day.

2) In the event after-school, voluntary classes are offered by CCID personnel the fee for up to a 2 hour class/per day will be \$4 per day / \$20 a week. It is mutually understood that these classes fall under Section 2, "Activities Outside of the Regular Academic Day Fees may be charged in connection with any CCID-sponsored activity, regardless of the age or grade level of the Student, if participation is voluntary and does not affect a Student's grade or ability to participate fully in any course taught during the day."

3) Participants in the voluntary before school / after school program have the right to apply for a fee waiver. In the event the fee waiver request is not approved, participants have the right to file a Fee Waiver Decision and Appeal. (All forms are attached hereunto)

Note: The State of Utah considers 6th-12th grade as “secondary school” for the purposes of charging fees—as of school year 2013-14.

The CCID Governing Board is required by the State to approve all CCID school fees. The *Utah Administrative Code* R277-407 allows fees to be charged for secondary school or activities as long as the fees are approved by the local school board in a public meeting, listed on the fee schedule, and subject to waiver. Textbook fees may also be charged. Waiver provisions must comply with R277-407-6. Students may also be required to provide their own student supplies, subject to the provisions of R277-407-6.

Donations or contributions may be solicited and accepted in accordance with CCID policies and IRS regulations, but all such requests must clearly state that donations and contributions are voluntary. A donation is considered a fee if a student is required to make a donation in order to participate in an activity.

School Fee / School Fee Waiver Forms:

[School Fee Notice for Families \(K-8th\)](#)

[School Fee Notice Poster](#)

[School Fee Waiver Application \(K-6th\)](#)

[School Fee Waiver Application \(7th - 8th\)](#)

[School Fee Waiver Decision and Appeal Form \(K-8th\)](#)

Policy Review History:

July 30th, 2019 Update to include 8th grade and applicable school year. October 2019 Notice of change in School Fees for voluntary before or after school programs. Addition of School Fee Forms.