![Maeser_Logo_2[1]]()

# Karl G. maeser preparatory Academy

honor • truth • virtue

Fee Waiver Policy

**Approved**

1. Notification to families of Fee Waiver rights
	1. All parents enrolling their child at Maeser will be given the *School Fees Notice for Families of Students in Grades Seven Through Twelve*, the *Fee Waiver Application (Grades 7 – 12),* and the *Maeser Fee Schedule* as required by Utah State Law.
2. Registration of students receiving fee waiver
	1. Students who apply for or receive fee wiavers will be allowed to register at the same time and in the same manner as would have been the case if waivers were not involved.
	2. School personnel are prohibited from asking those eligible for fee waivers to consent to delayed or time payment plans or IOUs as alternatives to fee waivers.
3. Community Service in leiu of fees
	1. Students providing service to the school in lieu of fees must receive at least minimum wage.
4. Notification of fee waiver status
	1. The *Fee Waiver Decision and Appeal Form* is used to notify an applicant about the outcome of a request.
5. Class fees subject to waiver
	1. Fees are waived for eligible children if a class is established or approved which requires payment of fees or purchase of materials, special clothing, tickets to events, etc., in order for students to participate fully and have the opportunity to acquire all skills and knowledge required for full credit and highest grades.
6. Confidentiality of documentation
	1. Information submitted in connection with fee waiver applications, the names of persons who have or have not paid fees or made donations or contributions, and the names of persons who have applied for, received, or been denied waivers, are confidential. No school employee may make any statement to any person lacking both a right and a need to know, or post any list, regarding the payment or non-payment of a fee, contribution, or donation by any student, parent, or guardian (other than appropriate recognition given to a person or organization making a major contribution or donation).
7. Withholding Grades
	1. Neither the school nor any teacher enhances, reduces, or withholds grades or credits, or withholds report cards or diplomas, or other official school records to enforce the payment of fees or donations. Our school may permit the withholding of official copies of report cards, transcripts, or diplomas under Utah code Section 53A-11-806 if fines or other charges for lost or damaged school property have not been resolved.
8. Approval Process
	1. Families are required to submit the completed *Fee Waiver Application (Grades 7 – 12*along with their most recent three paystubs and last year’s tax returns.
	2. If a family cannot produce the required documentation, the Director or Business manager will review documented special circumstances to approve fee waivers if the family does not meet standard guidelines.
	3. The documentation will be reviewed and approved or denied by the Business Manager.
	4. A student’s fee waiver will be signed off by the Director at the Business Managers approval at least once during the student’s school experience.
	5. The Business Manager will notify the parent of approval or denial status.
9. Uniforms provided to fee waiver applicants
	1. Once a student receives approval for fee waiver, the parent will be provided with a voucher to purchase one complete Full Dress Uniform and one complete Casual Dress Uniform to be redeemed at any of the approved Maeser vendors.