

Channing Hall 2021-22 SCHOOL FEE POLICY

I. Purpose

In order to provide a first-class education and additional learning opportunities, Channing Hall has adopted a fee schedule, as required by law. Approved fees will help offset some costs and maintain program availability. Channing Hall strives to keep fees reasonable for all, but waivers are also available for eligible families.

II. Designated Contact

The Head of School is the designated Utah State Board of Education (USBE) fee contact and makes administrative fee decisions consistent with the law. Families should contact the Front Desk with questions or to submit a fee waiver application.

III. Application of Fees

By Utah statute, required fees will not be charged for grades K-5. Fees for older grades may be assessed for school materials, supplies, activities and programs, consistent with R277-407 and Utah Code 53G-7-5 and 6.

IV. Fees in Grades 6-8

Channing Hall will charge fees to students in grades 6 through 8 consistent with R277-407-3(3)(c) and will provide annual notice to parents consistent with the law. These fees are subject to approval by the Channing Hall Board.

V. Fees in Grades K-5

Channing Hall does not charge required fees in grades K through 5. However, the school may ask for a voluntary donation to help pay for supplies, activities, and field trips. This donation is completely voluntary. No student will be denied learning opportunities if the family chooses not to make this donation. Teachers typically do not ask for donations of specific supplies, but if they do request items, they will send a notice to parents that begins with the following statement:

NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY AT CHANNING HALL. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE THEY WILL BE FURNISHED BY THE SCHOOL.

In addition, families may choose to participate in the Extended Learning Program offered to kindergarten age students. Fees for this optional program may be waivable for eligible families.

VI. Fee Requirements

- a. No fees will be charged for classes, programs or activities that are held during the regular school day for grades K-5.
- b. Fees are due in full upon registration for the student's entrance into grade 6, 7, or 8. Payment of fees by this date guarantees a spot for the student in the class.
- c. If fees are not paid in full by the date due, the student will not be guaranteed a spot in the class.
- d. Late payment will be accepted only if the grade level classrooms are not already filled to capacity.
- e. Families who meet the requirements of the law may apply for a waiver of student fees, according to Utah law and this policy.

VII. Waivers

- a. It is the position of Channing Hall that no student should be denied the opportunity to participate in a school activity because of an inability to pay a fee.
- b. Fees will be waived for students consistent with Utah law (R277-407-11).
- c. Families requesting waivers who do not meet the above criteria may apply for a hardship waiver from Channing Hall Administration, consistent with R277-407-11.
- d. Determination of qualification for a waiver of fees for those students who do not satisfy the automatic qualifiers will be made on a case-by-case basis.
- e. Students who apply for waivers must provide documentation and certification of eligibility, including tax returns or current pay stubs, consistent with Utah Code 53G-7-504(4)(b).
- f. If a waiver request is denied, the family may petition the Channing Hall Board for a hearing by contacting the Channing Hall fee administrator. The hearing shall be held within 10 days of the written request before the Channing Hall Board. The Board's decision is final. If a parent appeals a fee waiver decision, the fee may not be charged until the appeal process is complete.

VIII. Methods of Payment

- a. Parents are encouraged to make all fee payments through the "Payments" link on the school website.
- b. Teachers are not allowed to accept student fee payments.

IX. Refunds

All fees are non-refundable.

X. Fee Schedule

- a. The fee schedule will be set by the Channing Hall Board annually by April 1, beginning in 2021.
- b. The public will have the opportunity to discuss the fee schedule at a minimum of two public Board meetings.
- c. The approved fee schedule will be posted on the school's website and also made available to parents at school registration.
- d. If parents do not speak English, the school will provide an interpreter so that parents adequately understand fees and procedures.
- e. A designated school contact for fees will be provided with the notice. The School Director typically will be the designated school fees contacts for students and parents, with help from the Administrative Assistants at the Front Desk.
- f. The annual approved fee schedule will set a maximum fee per each activity/program for which a fee is charged and a maximum total fee amount for each student.
- g. Appeal and waiver policies and requirements will be provided with the fee schedule.

XI. Miscellaneous

- a. Channing Hall will have a spend plan for the revenue collected from each fee charged.
- b. Channing Hall will carefully maintain the confidentiality of students who receive fee waivers.