

Fee Waiver Instructions:

Step 1: Check the Apply for Fee Waiver box.

Click this box if you would like to apply for a Fee Waiver? ☐



Step 2: Verify student information and review qualifications.

***A Fee Waiver application must be completed for EACH student in a family.**

Step 3: Select the reason for qualifying to apply for a fee waiver, supporting documentation is REQUIRED.

STUDENT INFORMATION - Please note a separate Fee Waiver Application must be completed for each student in a family.

Student Name: Student ID:
Address:
School: Grade:
Parent/Guardian: Home Phone:
Cell Phone:

Do you qualify?

A student may be eligible for fee waiver if one of the following applies:

- Receives TANF/FEB/SNAP benefits
- Receives Supplemental Security Income
- Qualifies for McKinney-Vento assistance
- Currently in state custody or foster care
- Eligible based on family income

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) for the request in the box at the end of this form.

BASIS FOR FEE WAIVER

Select one qualifying reason below to apply for a fee waiver (supporting documentation is required):

1. Family receives TANF/FEP ☐
(Temporary Assistance for Needy Families or Family Employment Program), (Financial Assistance or Food Stamps) (Supplemental Nutrition Assistance Program)

1

In the documents area below, please upload the benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought, which may be in the form of an electronic screenshot of eligibility determination or status.

2. Student receives Supplemental Security Income (SSI, QUALIFIED CHILD WITH DISABILITIES) ☐

2

In the documents area below, please upload benefit verification documents from the Social Security Administration.

3. Student qualifies for McKinney-Vento assistance. ☐

3

No documentation is required if your student is eligibility for McKinney-Vento assistance. This eligibility will be verified through the District

4. Student is in Foster Care (under Utah or local governmental supervision) ☐

4

In the documents area below, please upload the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

5. Student is in State Custody ☐

5

Same documentation required as option four.

6. Student is eligible based on family/household income verification. (Complete the section below) ☐

6

See Instructions below:

If you have any questions regarding the Fee Waiver process, please contact your school's bookkeeper.

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Step 4: Upload documents based on which reason you selected above.

A. Select the school year and document type from the dropdown

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
<input type="text"/>	<input type="text"/>	(Save to Upload)

Save

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) below.

Extenuating circumstances
Note

***If none of the qualifying reasons apply, but you would still like to apply for a fee waiver due to other extenuating circumstances, please state the reason in the open text field.**

B. Click the red **SAVE** button

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
2024-2025	Family income ver...	(Save to Upload)

Save

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) below.

Extenuating circumstances
Note

C. Hover over the column that says "NO FILES" and select your upload option

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
2024-2025	Family income ver...	(Save to Upload)

No Files

Scan Upload Take Photo

D. Upload, scan, or take a picture of the document

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
2024-2025	Family income ver...	example W2.png

Save

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) below.

Extenuating circumstances
Note

Step 5: The waiver application date will auto populate with today's date. Click [Next Page](#) on the re-enrollment application to continue.

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