

Collection of Tuition and Fees Supporting Adult Education Programs

Revised 12/16/2011

Introduction:

Utah state law 53A-15-401 provides for the establishment of fees which shall be imposed by the local school boards for participation in adult education programs. Fee structures for adult education shall take into account the ability of the Utah resident who participates in adult education to pay the fees. Pursuant to state law 53A-15-403, local boards of education may raise and appropriate funds for an adult education program and determine the fees for participation in adult education programs (53A-12-101 and 53A-15-401).

Programs (school districts and/or other non-profit eligible provider) receiving federal Adult Education and Family Literacy Act (AEFLA) funds may charge reasonable and necessary tuition or fees to be used specifically to provide additional adult education and literacy services that the program would otherwise be unable to provide. 34 CFR 80.25 allows for state grantees of AEFLA awards to earn program income. Subsection 80.25 (b) defines program income as stated. Collected fees and tuition *must* be used to assist adult students in becoming literate, obtaining knowledge and skills necessary for employment and self-sufficiency, obtaining the education skills necessary to become full partners in their child's education, and completing their secondary school education (AEFLA Section 202).

Definitions:

Fees: "Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through a school. All fees are subject to approval by the local school board of education or local board of trustees" (Rule R277-733-1-M).

Tuition: "The base cost of an adult education program providing services to the adult education student" (Rule R277-733-1-X).

Board Rule R277-733-9 B: "Tuition and fees shall be charged for ABE, AHSC, or ESOL courses in the amount not to exceed \$100 annually per student based on the student's ability to pay as determined by federal free and reduced lunch guidelines, under the Richard B. Russell National School Lunch Act, 42 USC 1751, et seq. The appropriate student fees and tuition shall be determined by the local school board or CBO board of trustees."

Purpose:

- To ensure that any fees and/or tuition charged to adult education students by the local boards of education or nonprofit eligible provider are equitably administered and do not reach levels that have an adverse effect on participation of economically disadvantaged students.
- To ensure that any fees and/or tuition charged to adult education students by the local boards of education or nonprofit eligible provider are maintained and used directly for the specific purpose of providing adult education services to qualified adult education students.

Local Program Responsibilities:

- The USOE disperses funds to programs using a C20 reflecting the following funding codes:

| State Funds Coding: | | |
|---|--------------|--------------|
| Adult High School - | Revenue 3209 | Program 1609 |
| Adult High School 17 and under - | Revenue 3209 | Program 1615 |
| Corrections Education - | Revenue 3713 | Program 5613 |
| Federal Funds Coding: | | |
| Prisons / Institutionalized - | Revenue 4581 | Program 7581 |
| Adult Basic Education - | Revenue 4583 | Program 7583 |
| Ad. Ed. English Language Learners Grant (EL Civics) | Revenue 4584 | Program 7584 |
| TANF Refugee Grant | Revenue | Program 7585 |
| (no fees or tuition can be collected) | | |

- Directors of adult education local programs receiving state and/or federal AEFLA and/or English Language Education/Civics funds are responsible to report to the business administrator tuition and fees collected from students participating in adult education programs on an annual basis for deposit into the appropriate account.

| State Fund Codes | Program | Revenue |
|--|---------|-------------------------------------|
| Adult high school | 1609 | 1310 |
| Adult high school 17 and under | 1615 | 1310 |
| Corrections education | 5613 | 1310 |
| | | |
| Federal Fund Codes | | |
| Prisons/Institutions | 7581 | 1310 |
| Adult Basic Education | 7583 | 1310 |
| Adult Basic Education English Language/EL Civics | 7584 | 1310 |
| Tanif Refugee Grant | 7585 | No fees or tuition can be collected |

- The collection of fees and tuition can not be reported as part of the program’s general funds as they are restricted and must be reported and used directly by adult education programs in the above Revenue and Program Code areas to provide additional adult education and literacy services that the program would otherwise be unable to provide. – 34CFA 80.25 – AEFLA section 202.

For reporting purposes (federal \$ ÷ state \$ = % that should be applied to students receiving services from federal funds on a per student prorated basis).

- The local program superintendent/chief executive officer (CEO) *and* the business administrator are responsible to acknowledge by signature the program assurances as part of the program’s grant plan submission – that all fees and tuition collected and submitted for accounting purposes are

returned/delegated (with the exception of state-approved indirect costs) to the local adult education program to be used solely and specifically for adult education programming and not withheld and maintained in a general maintenance and operation fund or used for any other funding purpose.

- Tuition and fees generated from the previous fiscal year must be spent in the adult education program during the ensuing program year.
- Directors must ensure that tuition and fees collected from students are not counted toward meeting federal matching, cost-sharing, or maintenance of effort requirements related to the local program's award. (AEFLA 204)
- Annually program directors are required to submit to the USOE the Collected Tuition and Fees Report reflecting the monies collected and reported to the district/community-based organizations' business administrator.
- Annually program directors are required to submit to the USOE the Utah Adult Education Collected Fees Expenditure Plan that, if fees were collected the previous year, how they will be expended in the current program year.

State Responsibilities:

- The USOE School Finance Department provides assurance that fees collected and reported on the USOE APR Statewide Special Populations (D) Report reflect only fees collected from adult education programs, not other entities (including but not limited to community education or GED Testing Centers).
- Assurance is provided that program business administrators are provided with annual inservice pertaining directly to the collection and reporting procedure of adult education fees, including the assurance that such fees are in fact returned and used directly by the local adult education programs for the specific purpose of providing additional adult education and literacy services.

For annual federal Financial Status Reporting purposes, the following formula will be utilized in determining the proportionate amount of fees associated with federally funded programs (AEFLA and EL/Civics Education):

Written 10.31.06 Revised 10.29.07
Effective 10.29.07 Revised 2.4.08
Effective 3.17.08

Fees and Tuition Collected In Support of Adult Education Program Period of July 1, XXXX through June 30, XXXX

(Report submission date is September 1st annually to the USOE Adult Education Services)

Name of Program _____ Person Reporting _____

Program Year _____

**Financial support must be reported as collected for each grant (State, AEFLA, EL/Civics)
Prior to submitting the following report to the USOE Adult Education Services it is imperative that you meet with your finance department to reconcile your figures in each of the report categories.**

NOTE: community education, driver education fees, GED® Testing Center fees, etc. cannot be comingled and reported as adult education tuition/registration and fees collected and reported to the business administrator.

1310 is the revenue code to be used in reporting all tuition and fees collected and receipted to your finance department.

End of year: total tuition and fees collected from students and receipted with the finance department by code:

| State Fund Codes | Program | Revenue | Amount Received |
|--|---------|---------|-----------------|
| Adult high school | 1609 | 1310 | \$ |
| Adult high school 17 & under | 1615 | 1310 | \$ |
| Corrections Education | 5613 | 1310 | \$ |
| | | | |
| Federal Fund Codes | | | |
| Prisons/Institutions | 7581 | 1310 | \$ |
| Adult Basic Education | 7583 | 1310 | \$ |
| Adult Basic Ed. English Language/El Civics | 7584 | 1310 | \$ |

Pro-rated WPU recognized by program: _____

(District programs must report the WPU for students' ages 16-19 who are attending K-12 and adult education programs with the intent of receiving a K-12 diploma. Students up to the age of 22 who are receiving special education services and the WPU is following the student are to also be included in this figure.)

As a reminder, the collection of fees and tuition can not be reported as part of the general fund as they are restricted and must be reported and used directly by adult education programs in the above program funding streams to provide additional adult education and literacy services that the program would otherwise be unable to provide – 34CFA80.25-AEFLA section 202.

Education Department General Administrative Regulations (EDGAR) June 23, 2005 76.730 Records related to grant funds

State and subgrantee shall keep records that fully show:

- a. The amount of funds under the grant or subgrant;
- b. How the State or subgrantee uses the funds;
- c. The total cost of the project;
- d. The share of that cost provided from other sources; and
- e. Other records to facilitate an effective audit.

Utah Adult Education Collected Fees Expenditure Plan

Written 4.2.14 Effective 7.1.14

Introduction:

Adult education programs may charge students supplemental tuition/fees up to \$100 per program year to participate in an adult education program based on the student's ability pay as determined by the federal free and reduced lunch guidelines (Board Rule R277-733-9). Fees must not be at such levels that there is an adverse effect on the participation of economically-disadvantaged students. All fees collected are to be reasonable and necessary and must be used specifically to provide additional adult education and literacy services that the program would otherwise be unable to provide. Fees must be used to assist students in becoming literate, obtaining knowledge and skills necessary for employment and self-sufficiency, obtaining the education skills necessary to become full partners in their child's education, and completing their secondary school education (AEFLA 202).

Adult education programs that elect to charge students supplemental fees must submit an annual expenditure plan to the Utah State Office of Education (USOE) Adult Education Services Coordinator for review and approval.

This form is available on line and is to be annually (September 30th) be submitted electronically to the USOE Adult Education State Coordinator.

Program Name: _____

Program Year: _____

Program Director: _____

Services Offered: ___ ESOL; ___ ABE; ___ GED Preparation; ___ High

School Completion; ___ Other (describe) _____

Are Fees collected: ___ Yes; ___ No. If "NO" sign, date and return the form. If "YES" answer the following questions, obtain all signatures and return the completed form.

1. Fee(s) Charged by type of grant (State, AEFLA, P&I, ELCivics): _____
2. Type of fee: ___ Registration; ___ Book Fee; ___ Other (describe) _____
3. Provide a justification for the **necessity** and **reasonableness** of the fees.

4. Describe how the fees will **expand the capacity** of the adult education program.

5. Describe and provide rationale for how the fee(s) amount(s) were determined so that they do not adversely affect the participation of economically-disadvantaged adults.

6. What is the maximum amount a student will be charged? _____

7. Describe the steps the program will follow to assure that the provisions of the fee structure are applied to all students equitably.

8. Describe the process the program will follow for the accounting and reporting or revenue from fees.

NOTE: Fees collected are to be used in the program year they are generated. Fees are to be used first before State or AEFLA funding.

Signed Assurances:

By signing below we assure that the revenue generated by the fees described in this document will:

1. Only be used for adult education state and federal AEFLA allowable costs that the program would otherwise be unable to provide.
2. Not be used to meet any federal or state match or maintenance of effort requirements.

Signature of Superintendent/CEO

Date

Business Administrator

Date

Adult Education Program Director

Date

- A scanned copy of the signed assurances must be submitted to the USOE Adult Education Coordinator.