

# 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 30<sup>th</sup>) 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.