

# Service Agreement Form



Utah law states that an LEA may allow a student to perform service in lieu of a fee "to ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee." If offered, a student may choose to perform service in lieu of a fee but **a school district cannot require a student to perform service in lieu of a fee waiver**. If your student chooses to perform service, there are options from which to choose to complete the service. Service options may include:

- Service at the school, such as tutorial assistance to other students, or service outside of regular school hours as a student aide to school staff;
- Service in the community such as at a nursing home or hospital; or
- When special needs require, service in the home.

\_\_\_\_\_ agrees to complete \_\_\_\_\_ hours of service \_\_\_\_\_  
(Student's name) (brief description)

To be completed before: \_\_\_\_\_ This will satisfy the student's fee obligation of \$ \_\_\_\_\_  
(Date)

All services will be credited at the rate of \$ \_\_\_\_\_ per hour. Once completed, the student's school fees will be waived.

## SIGNATURES:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

The school must ensure that a service assignment is appropriate to the age of the student, physical condition of the student, and maturity of the student. The assignment must also be consistent with state and federal laws, including the Federal Fair Labor Standards Act. This requires that the service must be performed 1) within a reasonable period of time, 2) each hour of service is credited at an amount at least equal to the current minimum wage, and 3) service hours worked per day and week are limited according to the student's age.

*For example, if a student is assessed \$100 for school fees and the school policy is based upon a \$10 per hour service credit, then the student may be asked to perform up to 10 hours of service.*

Service assignments must be conducted in such a way that students are not subjected to embarrassment, ridicule, or humiliation, and must not provide direct private benefit to school employees or their families. In addition, service assignments must avoid excessive burdens on students and families and give proper consideration to a student's educational and transportation needs and other responsibilities.

**If circumstances arise which make it too difficult for a student to complete a service assignment, notify the school principal immediately to determine what adjustments should be made.**

Service students will not be considered to be employees of those for whom they provide the service, and no money will be paid to the students or to the school in return for service. Regular employees who work in places where students perform services may not be replaced, nor may their hours be reduced, as a result of the students' service activities. Service is intended to supplement existing services, not replace that which is already being done by others.

## Verification of Service:

Service Location: \_\_\_\_\_ Service Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hours: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Service Location: \_\_\_\_\_ Service Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hours: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

\_\_\_\_\_ has completed all service hours as stated above, and fulfilled all agreed upon  
(Student's name)

service hours to the fullest extent reasonably possible according to individual circumstances of both the student and the school.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the service provided and verified with the Supervisor that all service was completed as stated above to the fullest extent reasonably possible according to individual circumstances of both the student and the school. Therefore, as agreed, all student fees have been waived.

School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_