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## MEMORANDUM

TO: Public and Private Prequalified Programs, Families, School Administrators, and UPK Coordinators

FROM: Early Education Team

SUBJECT: Allowable and Not Allowable Use of UPK Tuition

DATE: January 2, 2025

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### Purpose

This memo provides clarification on Act 166 Universal Prekindergarten allowable and not allowable use of additional fees, costs, and non-refundable deposits at prequalified prekindergarten education programs.

### Not Allowable Use of UPK Tuition

To ensure equal access to publicly funded prekindergarten education and compliance with Act 166 and the administrative rules, prequalified programs are **not** allowed to charge additional fees, costs, or request non-refundable deposits to participating families. Rule 2609(e) states that tuition paid shall, be used by the program to **fully cover** the cost of ten hours per week for 35 weeks annually of prekindergarten education.

### Examples of fees, costs, and non-refundable deposits that are *not* allowable under Act 166 Universal Prekindergarten include:

1. Enrollment and registration fees
2. Field trip and activity fees
3. Administrative fees
4. TS GOLD student profile fees

### Allowable Use of UPK Tuition

The Act 166 public education dollars paid to prequalified programs is to offset tuition costs for families whose students are enrolled in prequalified prekindergarten education programs.



Additional fees, costs, and non-refundable deposits may be charged to families who have students receiving child care or education services **beyond** the 10 hours of publicly funded prekindergarten.

If additional fees, costs, and/or non-refundable deposits have been charged to families participating in publicly funded universal prekindergarten this current school calendar year, this unallowable charge must be refunded to families immediately with an explanation as to why they were mistakenly charged for additional fees, costs, and non-refundable deposits.

**Reference:** [Vermont State Board of Education Rule Series 2600: Prekindergarten Education](#)

For questions or concerns, please contact the Early Education team  
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