

**OPERATIONAL SERVICES**

**Waiver of Student Fees**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities and other school fees. Students will pay for lost or damaged school books or other school materials and equipment provided by the district.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the district will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost or damaged school books, materials or equipment provided by the district.

A student is automatically eligible for a fee waiver when:

1. A student is eligible for free lunches pursuant to 105 ILCS 125/1 et seq.: or
2. The student or student's family is receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

A Waiver of Registration Fees and Textbook Charges Application is not required for a student who satisfies either of the above two conditions.

A student who is eligible for reduced lunches is not automatically eligible for a fee waiver.

A student's parent(s)/guardian(s) who have been assessed a fee may request a waiver of fees by obtaining a Waiver of Registration Fees and Textbook Charges Application from the building principal and submitting it to the Principal.

The Principal may allow the waiver when there has been a significant loss of income due to:

1. severe illness or injury in the family;
2. unusual expenses such as fire, flood or storm damage;
3. seasonal employment;
4. emergency situations; or
5. when one or more of the parent(s)/guardian(s) are involved in a work stoppage.

A student's parent(s)/guardian(s) must submit written evidence to substantiate the need for a waiver of fees based on one or more of these factors and shall attach documentation to the Waiver of Registration Fees and Textbook Charges Application (ER-13). A separate Application must be submitted for each fee assessed to each student. The Principal will notify

the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. If the Principal denies a request for a fee waiver, a copy of the decision should be mailed to the parent(s)/guardian(s) within thirty (30) days of the receipt of the request. The decision shall state the reason for the denial and shall include a statement informing the parent(s)/guardian(s) that they may reapply for a waiver any time during the school year should circumstances change.

In addition, the denial notice shall inform the parent(s)/guardian(s) of their right to appeal the denial to the Superintendent within fourteen (14) days of the receipt of the notice of denial. The parent(s)/guardian(s) shall have the right to meet with the Superintendent in order to explain why the fee waiver should be granted. The Superintendent shall respond within fourteen (14) days of the receipt of the appeal. If the appeal is denied, a copy of the decision stating the reason for the denial will be mailed to the parent(s)/guardian(s). The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

If the Principal or Superintendent grants a request for a waiver of fees, it shall be considered valid for one school year only. If a student's parent(s)/guardian(s) would like the waiver to extend beyond one school year, the student's parent(s)/guardian(s) must annually resubmit a written request for a waiver of fees.

Questions regarding the fee waiver request process should be addressed to the Principal.

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25.  
23 Ill. Admin. Code § 1.245 [unenforceable].

FIRST READING: December 14, 2005

ADOPTED: January 18, 2006