

WAIVER OF SCHOOL FEES

The Superintendent, or designee, 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. Additionally, students will pay for loss of school books or other school-owned materials.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Waiver of Student Fees

Students whose parents are unable to afford student fees may receive a waiver of fees, including lock rental charges and driver's education fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the building principal. The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

Eligibility Standards

Students eligible for a waiver of school fees include, but are not limited to, the following:

- A. Students who qualify for free lunches or breakfasts under the School Free Breakfast and Lunch Program Act.
- B. Students whose families have suffered very significant losses of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage.
- C. Other similar emergency situations.

Students may also be eligible for a waiver of athletic, and/or non-athletic extracurricular fees.

Notification to Parents

- A. The substance of this policy shall be communicated in writing to the parent(s) or guardian(s) of all students enrolling in the District for the first time.

- B. The first bill or notice sent to parents or guardians who owe fees shall contain a fee waiver application form and shall state the:
1. District waives fees for persons unable to afford them in accordance with its policy and explain eligibility standards;
 2. procedure for applying for a fee waiver, or the name, address, and telephone number of the person to contact for information concerning a fee waiver;
 3. fees that are subject to waiver;
 4. documents required to verify income;
 5. procedure for resolving disputes about waiver of fees.

The notice must be in ~~English, or~~ the home language of the parents, ~~if necessary,~~ to provide parents with an understanding of the District's policy.

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Procedures for Resolution of Disputes

- A. A parent(s) or guardian(s) who cannot pay school fees should complete a fee waiver application form requesting a waiver of fees to the Superintendent or designee. The form must contain the following:
1. name(s) of student(s)
 2. name of parent(s) or guardian(s)
 3. address of parent(s) or guardian(s)
 4. phone number of parent(s) or guardian(s)
 5. school where child(ren) attend(s)
 6. reason for request for waiver of fees

The Superintendent, or designee, shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on the request.

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- B. If the Superintendent, or designee, denies a request for fee waiver, then a copy of the decision shall be mailed to the parent(s) or guardian(s) within thirty (30) school days of receipt of the request. The decision shall state the reason for the denial and shall inform the parent(s) or guardian(s) of the right to appeal, including the process and timeliness for that action. The denial notice shall also include a statement informing the parent(s) or guardian(s) that reapplication may be made for a waiver any time during the school year if circumstances change.
- C. An appeal of the Superintendent's, or designee's, decision must be made to the Board of Education within seven (7) calendar days after receipt of the decision. An appeal shall be decided within thirty (30) calendar days of the receipt of the parent's or guardian's request for an appeal. The parent(s) or guardian(s) shall have the right to meet with the Board in order to explain why the fee waiver should be granted. If the appeal is denied, the District shall mail a copy of its decision to the parents or guardians. The decision shall include the reasons for denial.
- D. No fee shall be collected from any parent(s) or guardian(s) who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the parent(s) or guardian(s) have been notified of the decision.

Discrimination / Punishment

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parent(s) or guardian(s) are unable to purchase required textbooks or instructional materials or pay required fees.

Income Verification

Parents must submit payroll stubs and income tax returns so that the District can verify the family's income. However, for students approved for free price meals, verification shall be made in accordance with 42 U.S.C. 1758.

105 ILCS 5/2-3.96
105 ILCS 5/10-20.13
105 ILCS 5/27-23
105 ILCS 5/28-19.2
105 ILCS 125/0.01 et seq.
23 IL. Admin. Code 1.245
42 U.S.C. 1758

Adopted 12/11/2006
Revised 1/23/2012
[To Policy 2/13/2017](#)

**BOARD OF EDUCATION
GENEVA COMMUNITY UNIT
SCHOOL DISTRICT #304**

FINANCES
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To Policy 4/24/2017

To Board 1st Reading 5/8/2017

To Board 2nd Reading 5/22/2017

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