

Operational Services

4:140 Waiver of Student Fees

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, 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 locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act ([42 U.S.C. Sec. 11434a](#)).

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

Proration of Fees Schedule

Registration Fees are based on the following Free and Reduced Proration Schedule:

100% of Registration Fees are waived if registration is prior to the start of school through the end of the 2nd quarter;

50% of Registration Fees apply if registration is between the 3rd and 4th quarter.

A meal application approved as FREE waives the following Registration Fees based on Proration Schedule above:

- Registration
- Athletics
- Required P.E. Uniform
- STEP Shirt
- Field Trips
- Advanced Placement Exam
- CLEP Test
- Driver's Education fees

A meal application approved as REDUCED will reduce the following Registration Fees by 30% based on Proration Schedule above:

- Registration
- Athletics
- Advanced Placement Exam
- Driver's Education fees

Registration Fee Refund Proration Schedule:

- Withdrawal is prior to the start of school or within 30 days of the start of school, the Registration Fee is refunded 100%;
- Withdrawal is after the start of the first day of school, but before the end of 1st quarter, 75% of the Registration fee will be refunded;
- Withdrawal after the start of 1st quarter, but prior to the end of 2nd quarter, 50% of the Registration fee will be refunded;
- Withdrawal after the start of 2nd quarter, but prior to the end of 3rd quarter, 25% of the

Registration Fee will be refunded;

- Withdrawal after the start of the 3rd quarter, but prior to the end of 4th quarter, 0% of the Registration Fee will be refunded.

Athletic Participation Fees (For Students Other Than Students That Are Fee Waiver Eligible)

- No refunds will be given after the first game of the season, unless approved by the Athletic Director;
- Participation eligibility is determined by the Illinois High Association (IHSA) rules.

LEGAL REF.:

[40 U.S.C. Sec 11434a](#), McKinney-Vento Homeless Assistance Act.

[105 ILCS 5/10-20.13](#), [5/10-22.25](#), [5/27-24.2](#), and [5/28-19.2](#).

[23 Ill.Admin.Code §1.245](#) [*may contain unenforceable provisions*].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

APPROVED: August 19, 2024

Harlem School District 122
