

WAIVER OF STUDENT FEES

The Superintendent will recommend to the School Board **a schedule of fees**, for adoption ~~what fees, if any, to~~ will be charged **students** for the use of textbooks, consumable materials, extracurricular activities, and other school fees. ~~Fees for an upcoming academic year will be refunded for students who are withdrawn before the first student attendance day of the school year. On and after the first student attendance day, student fees for that academic year will not be refunded.~~ Students **must also** will pay for **the** loss of **or damage to** school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver ~~contained~~ **as described** in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians 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 and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure 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 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:**

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

The ~~Business Manager~~ **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.;
- Seasonal unemployment;

- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

~~The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.~~

~~The Business Manager will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The Business Manager's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.~~

~~Questions regarding the fee waiver request process should be addressed to the Business Office.~~

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee 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 fee 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.