

Book	Policy Manual
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Title	Vol. 35, No. 1 - November 2025 Revised WAIVER OF SCHOOL FEES OR FINES
Code	po6152.01 Not active, BOARD WILL DISCUSS
Status	

**Revised Policy - Vol. 35, No. 1**

**DRAFTING NOTE: For additional information regarding school fees, review the [Department of Public Instruction guidance.](#)]**

**6152.01 - WAIVER OF SCHOOL FEES OR FINES**

The Board shall waive fees or fines assessed only for students whose parent(s) are unable to afford them and such fees and fines are barriers to the educational program. The District Administrator may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding requests for the waiver of fees.

**Eligibility Standards**

Subject to completion of required forms or direct certification through the Wisconsin Division of Children and Families database, students eligible for a waiver of school fees or fines include, but are not limited to, the following:

- A.  Students who qualify for free lunches or breakfasts under the School Free Lunch Program Act and after submission and approval of the income-based application or direct certification through the Division of Children and Families State database. **[END OF OPTION]**

**[DRAFTING NOTE: NEITHER THE D.P.I. NOR THE U.S.D.A. REQUIRE FEE WAIVERS FOR STUDENTS WHO RECEIVE FREE LUNCH/BREAKFAST. BOTH GOVERNMENTAL AGENCIES LEAVE THIS DECISION TO THE LOCAL SCHOOL DISTRICT. HOWEVER, WISCONSIN STATUTE REQUIRES DISTRICTS TO PROVIDE BOOKS AND SUPPLIES TO INDIGENT STUDENTS RESIDING IN THE DISTRICT.]**

- B.  Students who are experiencing homelessness pursuant to Policy 5111.01 - Homeless Students. **[END OF OPTION]**

**[DRAFTING NOTE: WHILE THE LAW DOES NOT EXPRESSLY PROHIBIT CHARGING FEES TO HOMELESS STUDENTS, THE MCKINNEY-VENTO ACT PROHIBITS ANY OBSTACLE FROM BEING IMPOSED THAT CREATES A BARRIER TO A STUDENT'S ABILITY TO ENROLL, ATTEND SCHOOL, ACHIEVE ACADEMIC SUCCESS, OR BE IDENTIFIED AS EXPERIENCING HOMELESSNESS. EXCLUDING HOMELESS STUDENTS ON THE BASIS OF UNPAID FEES OR MEASURES TO COLLECT FEES WOULD LIKELY BE CONSIDERED TO BE A BARRIER. DISTRICTS SHOULD CHECK WITH THEIR ATTORNEY BEFORE CHARGING FEES TO HOMELESS STUDENTS.]**

- C.  Students who are eligible to receive reduced-price lunch or breakfast.

- D.  Students whose families have suffered very significant losses of income due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.

- E.  Other good and just reasons, as determined by the District Administrator.

**Fees to be Waived**

The following fees shall be waived for students deemed eligible for fee waivers by the District:

- A. books;
- B. course supplies;
- C. Advanced Placement (AP) exams;
- D. Early College Credit Program (ECCP);
- E. Start College Now;
- F. UW tuition per 120.12(17), Wis. Stats.;
- G.  uniforms;
- H.  non-required transportation;
- I.  extra-curricular activities;
- J.  parking;
- K.  \_\_\_\_\_;

L. ( ) \_\_\_\_\_.[END OF OPTIONS]

**[END OF OPTION**

**Notification to Parents**

A. Annually, the substance of this policy shall be communicated in writing to the parent(s) of all students in the District.

**[DRAFTING NOTE: WHILE NOTIFYING ALL PARENTS OF THE FEE WAIVER POLICY IS NOT A LEGAL REQUIREMENT, IT IS BEST PRACTICE. DISTRICTS ARE ADVISED TO CONSULT WITH LEGAL COUNSEL IF THEY DECIDE NOT TO NOTIFY ALL PARENTS.]**

B. The first bill or notice sent to parent(s) who owe fees shall state:

1. The District will waive fees or fines for persons unable to afford them in accordance with this policy.
2. The procedure for applying for a waiver, and the name, address, and telephone number of the person to contact for information concerning a fee waiver.

**Procedures for Resolution of Disputes**

A. An individual who cannot pay school fees or fines may write a letter requesting a waiver of fees to the District Administrator. The letter must contain the following:

1. name(s) of student(s)
2. name of parent(s)
3. address of parent(s)
4. phone number of parent(s)
5. school where child(ren) attend(s)
6. reason for request for waiver of fees

The District Administrator shall have the authority to review the waiver request and request such further information, if any, as deemed necessary in order to make a decision on that request.

**[DRAFTING NOTE: Students who are experiencing homelessness may also be considered an unaccompanied minor, whereby the Homeless Liaison shall be responsible for notification to such student(s) and assist in drafting the request for waiver of fees and fines.]**

- B. No fee or fine shall be collected from any individual 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 individual has been notified of the decision.
- C. If the District Administrator denies a request for a waiver, then within fifteen (15) school days of receipt of the request, a copy of the decision shall be mailed or provided in an appropriate method for those without a fixed residence or experiencing homelessness.

The decision shall state the reason for the denial and shall include the right to appeal, including the process and timelines for that action. The denial notice shall also include a statement indicating that reapplication may be made for a waiver any time during the school year if circumstances change.

- D. Students experiencing homelessness shall be immediately enrolled, scheduled for transportation, or otherwise registered for school programming, regardless of outstanding fines or fees. The waiver review process shall be reviewed accordingly. If the imposition of a fine or fee is not a barrier to educational program access, the student may be assessed the fine or fee.

**[DRAFTING NOTE: Select only one (1) option]**

E. [ ] The decision of the District Administrator is final.

**[OR]**

[ ] An appeal of the District Administrator's decision must be made to the Board 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 request for an appeal. ( ) Parent(s) shall have the right to meet with the Board in order to explain why the waiver should be granted. **[END OF OPTION]**

**Nondiscrimination**

The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials and pay required fees and/or fines, and those whose parents can.

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Legal

National School Lunch Act, 60 Stat. 230 (1946), 42 U.S.C. 1751 (as amended)

Child Nutrition Act of 1966, 80 Stat. 885, 42 U.S.C. 1771

42 U.S.C. 11432(g)(1)

118.55(5), Wis. Stats.

120.12(11), Wis. Stats.

120.12(17), Wis. Stats.

120.12(22), Wis. Stats.

121.54(8), Wis. Stats.