

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 loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, (e.g., laboratory fees, workbooks, course fees), field trips and driver education are waived for students who meet the eligibility criteria for fee waiver contained 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, the Superintendent will recommend to the Board which 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 rules and that provisions for assisting parents/guardians completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when: (1) the student currently lives in a household that meets the income and household size guidelines that are used for the federal free meals program; and/or (2) the student is directly certified through the State for free lunch.

A student shall be eligible for a fee reduction when the student meets the criteria for the federal reduced price meals program.

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

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc;
- Seasonal unemployment;
- Emergency or other hardship situations.

If a student does not qualify for a fee waiver or fee reduction based upon the above guidelines, the student's parent/guardian may request a payment plan.

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 or fee reduction and anytime thereafter, but not more than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to the National School Lunch Act.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Finance Department shall mail a notice to the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or 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. The Finance Department'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 30 days of receipt of the appeal. The decision of the Superintendent is final and binding.

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25, 5/27-24.2, and 5/28-19.2.
23 Ill. Admin. Code §1.245

CROSS REF.: 4.130

Adopted: March 11, 1997
Revised: March 23, 2010
November 24, 2015