

## Application for Fee Waiver

### What is an Application for Fee Waiver and where can I find the application?

In accordance with [Board Policy 4.140 Waiver of Student Fees](#), Rockford Public School District 205 will waive student Drivers Education fees for parents or guardians whose household income falls within specific guidelines and who can provide evidence of eligibility.

The Application for Fee Waiver is available at [determine website](#) or a paper copy is available at the student's high school.

### What happens if I don't fill out the fee waiver form?

You are responsible for paying all applicable fees.

### What information and documentation will I need to complete the application?

Please refer to the [application instructions insert link](#). Depending on your circumstance, documentation may differ.

### I have no income & don't receive any state aid, how do I complete the form?

Please complete the application. If you have no income, please provide a letter explaining how you provide food, clothing, and housing for your household.

### What fees are waived? What fees are not waived?

In accordance with [Board Policy 4.140 Waiver of Student Fees](#)

"Fees for textbooks, other instructional materials, and driver education are waived 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."  
Extracurricular fees will be waived.

### Where do I send my form?

Forms should be emailed to [feewaiver@rps205.com](mailto:feewaiver@rps205.com), faxed to 815-921-0301, or submitted to the student's school, or US mailed to 501 Seventh Street, Rockford, IL 61104 Attention: Finance Department.

## Who needs to complete an Application for Fee Waiver?

### Do I need to complete an Application for Fee Waiver for each child?

No, one application per family.

**I was approved last year. Do I complete an application this year?**

Yes, the application must be completed at the beginning of each school year.

**My child receives free lunch. Do I complete an application?**

Yes, all students qualify for free meals. If you think you qualify for a fee waiver, you must complete an application.

**I received a Direct Certification Letter from RPS. What does direct certification mean and do I complete an application?**

Direct certification is a simplified method for determining eligibility without completing an Application for Fee Waiver. The State of Illinois provides this information to RPS on a monthly basis.

If all students in the household are listed on the letter, an application is not needed. If students are not listed on the letter, update the letter and return to the student's school. Be sure to add all student names and student id numbers.

**My student is a foster child, ward of the state, or placed in my home by DCFS. Do I complete an application?**

Please complete the application and submit the required documentation.

**My student lives at a group home. Do I complete an application?**

Please complete the application if you do not receive a Direct Certification Letter from RPS.

**I receive SNAP / TANF. Do I complete an application?**

Please complete the application if you do not receive a Direct Certification Letter from RPS.

**I receive Medicaid / State Medical Card / Obamacare (Affordable Care Act). Do I complete an application?**

Please complete the application if you do not receive a Direct Certification Letter from RPS.

**I receive SSI / SSD. Do I complete an application?**

Please complete the application if you do not receive a Direct Certification Letter from RPS.

**My child in is a self-contained classroom. Do I complete an application?**

Please complete the application if you do not receive a Direct Certification Letter from RPS.

## Qualification

### How do I know if I qualify?

Income guidelines, Application for Fee Waiver must be completed:

RPS 205 follows guidelines set by USDA which are available through the Illinois State Board of Education. [Click here to access guidelines.](#)

### I submitted my fee waiver, how / when will I find out if I qualify?

You will receive a determination letter through email (if email is provided) or US mail. The determination process may take up to thirty days.

### If I don't qualify now or if my income changes, can I apply later?

Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for waived fees if the household income drops below the income limit. If approved, fees will be waived from the date of application until the end of the school year.

### If I don't qualify, what is the appeal process?

In accordance with [Board Policy 4.140 Waiver of Student Fees](#):

*"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."*

**For any additional questions, please contact your student's school.**