

## Operational Services

### Exhibit - Application for Fee Waiver

*This application for a school fee and fine waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal. No fee or fine may be collected from a parent/guardian requesting a waiver until the District has acted on the initial request or appeal and the parent/guardian has been notified of its decision.*

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Address (please print)

1. The student named above lives in my household?  Yes  No
2. Total number of people living in my home \_\_\_\_\_  
 Number of adults: \_\_\_\_  
 Number of minors: \_\_\_\_
3. Total gross annual household income (before deductions) from all people living in my home  
 \$ \_\_\_\_\_  
 The above number must include all:  
 Compensation for services, wages, salary, commissions, or fees;  
 Net income from self-employment;  
 Social Security;  
 Dividends or interest on savings or bonds or income from estates or trusts;  
 Net rental income;  
 Public assistance or welfare payments;  
 Unemployment compensation;  
 Government civilian employee or military retirement, or pensions or veterans payments;  
 Private pensions or annuities;  
 Alimony or child support payments;  
 Regular contributions from persons not living in the household;  
 Net royalties; and  
 Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).
4. My household meets the federal income guidelines for free meals (attached)?  
 Yes  No  
 See [www.isbe.net/Pages/Household-Eligibility-Resources.aspx](http://www.isbe.net/Pages/Household-Eligibility-Resources.aspx).
5. My child's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line, and proof of veteran/active-duty military status is enclosed.  
 Yes  No

If you answered "No" to all of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees and fines.

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**Income Verification for Fee and Fine Waiver**

You must present documents to verify income. Such documents may include, but are not limited to:

- |  |                              |
|--|------------------------------|
| Two pay stubs for each working member of household     | Disability benefit statement |
| Unemployment statement showing benefits                | Current tax returns          |
| Medicaid Card showing case number                      | Foster placement papers      |
| Direct Certification letter from the State of Illinois | Food Stamp Evidence          |
| Temporary Food assistance for needy families           |                              |

You may be requested to provide updated income verification at any time, but no more often than once per academic year.

Supplying false information to obtain a fee and fine waiver is a Class 4 felony, except when more than \$300 is obtained, in which case State benefits fraud is a Class 3 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

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Parent/Guardian (*signature*)

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Date

Revised: September, 2021  
February 2023