

## **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 must also pay fines for the loss or damage of school books or other school-owned materials.

Fees for textbooks, other instructional materials, (e.g., laboratory fees, workbooks, course fees), and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described 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 and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

### **Notification**

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for 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 and fine waiver when:

1. 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;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

The Superintendent or designee will give additional consideration when one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc;
- 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 and fines in accordance with State law requirements.

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 Finance Department shall mail a notice to the parent(s)/guardian(s) 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. 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.: 42 U.S.C. §§11434a, McKinney-Vento Homeless Assistance Act  
105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.  
23 Ill. Admin. Code §1.245

CROSS REF.: 4.130, 6.140

Adopted: March 11, 1997  
Revised: March 23, 2010  
November 24, 2015  
December 13, 2022