



2026-2027 Fee Waiver Application

Part 1-Student Information (If student is a foster child, fill out PART 1, then SKIP TO PART 4 and provide current placement documents).

[illegible]

Part 4-Signature (Parent/Guardian must sign)

I, the undersigned, parent/guardian of students named above hereby request that the School Board of Round Lake School District #116 waive all applicable student fees. I certify (promise) that all the information on this application is true and correct and that all household income for each member of the household is reported. I understand that school officials may verify (check the information).

I am aware that supplying false information to obtain a fee waiver is a Class 4 Felony (720 ILCS 5/17-6).

Date **Printed Name of Applicant** **Signature of Applicant**

Contact Telephone # **Home Address (number, street, city, zip code)**

Applicant Email Address

Office Use ONLY - **Number in Household** _____

Total Income \$ _____ **Per:** ☐ Week ☐ Every 2 weeks ☐ Twice a Month ☐ Month ☐ Year

Fees Waived based on: ☐ Food Stamps or Medicaid ☐ or ☐ Income ☐ or ☐ Foster ☐ Veteran/Military

Denied based on: ☐ Income too high ☐ or ☐ Missing documents ☐ or ☐ other: _____

Parents notified of approval/denial: _____
Date

Signature of Determining Official **Date** **Approved at:** ☐ 100% or ☐ 50%

APPLICATIONS CAN BE MAILED TO:
Round Lake Area School District #116
ATTN: Business Office/Fee Waivers
811 Sunset Drive
Round Lake, IL 60073

IN PERSON: To your
child's School Secretary

EMAILED TO:
DAGUILAR@RLAS-116.ORG

If you have any questions about the fee waiver application, please contact Diana Aguilar in the Business Office at (224) 842-2867 or at Daguilar@rlas-116.org.

Families requesting a waiver for fees need to submit a completed Application for Fee Waiver **and** the required documentation for review. Acceptable Evidence of Verification of Income is included in this document. You will receive a written notification if your waiver request has been denied or approved. Please allow 30 days from the day the waiver is received for processing.

If your household income increases by \$50 or more per month (\$600 per year), your household size decreases, or you are no longer eligible for food stamps, TANF, or SNAP, you are obligated to report this change to the district immediately.

Fees that are eligible to be waived:

- Charges for required textbooks, required technology, and required instructional materials.
- Charges for field trips made during school hours, or after school hours if mandatory and/or related to instruction.
- Driver's Education fees pursuant to Section 27-24.2 of the School Code (10ILCS 5/27-24.2).

If your application is denied, the reason(s) will be stated on your denial letter, and you may appeal the decision. Your request must be in writing and must be received within 30 calendar days. Full payment of instructional fees is expected unless a payment plan is established. If you need to complete a payment plan, please contact your child's school directly.

Refunds: If you have been approved for a fee waiver and you have already paid the current year's school fees, you may request a refund by contacting your child's school directly.

Acceptable Evidence for Verification of Income

Most Recent Earnings/Wages/Salary:

- Paycheck Stubs: Weekly (4)/ Bi-weekly (2)/ Twice a month (2)
- Letter from employer on letterhead indicating hourly worker's name, SS#, **Gross** wages and how often get paid.

Self-Employment Income:

- Self-employment-income tax verification, business ledger
- Self-issued paycheck stub on pre-printed checks
- Copy of incorporation papers listing officers and/or principal stockholder
- Copy of quarterly payments to IRS

Food Stamp/SNAP/TANF:

- Food Stamp certification notice
- Letter from welfare office
- Notice of Decision Letter

Social Security/Pension/Retirement:

- Social security benefit letter
- Statement of benefits received
- Pension award notice
- Disability award letter or check stub

Unemployment Compensation:

- Notice of eligibility from State Unemployment Office

Welfare Payments:

- Government aid benefit letter
- Statement of purpose of benefit

Child Support/Alimony:

- Child support pay stubs
- Court decree
- State Disbursement Website print out/ Canceled checks from spouse

Other Income: If you have other forms of income, please provide information or documents which show the amount of income received, how often received, and the date it is received.

- Canceled checks for outside financial aid
- Notarized letter from person giving monthly aid

Military/Veteran:

- Military ID Card (active duty, National Guard, Reserves, IRR, or retiree) or
- Veterans Designation on Driver's License or State Veterans ID Card (almost all states now offer this) or
- Veterans Group Membership Card (VFW, American Legion, DAV, etc.) **and**
- **Income payments for past 30 days and most current IRS 1040.**

If no Income: please provide a letter explaining how you provide for food, clothing, and housing for your household.