

NORTH POLK COMMUNITY SCHOOL DISTRICT

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North Polk Community School District

Student Fee Waiver Policy: Application and Effective Date

1. Purpose & Overview

The North Polk Community School District is committed to supporting students and families eligible for free and reduced-price meal and fee benefits. This policy establishes clear guidelines regarding the timeline, effective date, and administration of school fee waivers for eligible students.

2. Fee Waiver Eligibility

Students who qualify for free or reduced-price meals through Direct Certification or through a completed Free and Reduced-Price Meal Application are eligible for waivers or reductions of designated student fees (including textbook/rental fees and eligible activity/course fees), provided a signed Fee Waiver Form is submitted to the District.

3. Effective Date of Fee Waivers

- **Prospective Impact Only:** Fee waivers become effective on the date that the completed and signed Fee Waiver Form (and required eligibility documentation, if applicable) is formally received and verified by the District.
- **Future Fees:** Approved waivers apply to all applicable school fees imposed on or after the official receipt date for the remainder of the school year.

4. Non-Retroactivity and Refund Restrictions

- **No Retroactive Application:** Fee waivers are strictly non-retroactive. Eligibility does not apply back to dates prior to the District's receipt of the Fee Waiver Form.
- **No Refunds for Paid Fees:** The District will not issue refunds for any school fees, textbook rental fees, or related district charges that were paid prior to the receipt and approval of the Fee Waiver Form.

- **Prior School Years:** Fee waiver applications and approvals cannot be applied to unpaid balances or fees incurred during prior school years.

5. Parent & Guardian Responsibilities

To ensure fee waivers apply to the maximum extent possible:

- Parents and guardians are encouraged to complete and submit the Free and Reduced Application and Fee Waiver Form prior to the start of the school year or as early in the academic year as possible.
- Completed fee waiver forms should be returned promptly to the District Nutrition/Business Office.

6. Administration & Inquiries

For questions regarding free and reduced eligibility, fee waiver forms, or account balances, please contact the North Polk CSD Business Office or Nutrition Department.