

Operational Services

Waiver of Student Fees

Summary: A student is eligible for a fee waiver when the student lives in a household that meets the same income guidelines used for the federal free meals program. Students receiving fee waivers are not exempt from charges for lost and damaged textbooks and other materials.

The Superintendent will recommend to the Woodland Community Consolidated School District 50 Board of Education a schedule of fees, if any, to be charged for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional material, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student be 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, the District will waive 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.

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 fee waivers are widely available and distributed according to State law and Illinois State Board of Education (ISBE) rule, and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when: 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;

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

The School Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees 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 School Principal 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. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

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 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services) 6:140 (Education of Homeless Children)

ADOPTED: July 25, 2007

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