



# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 4-140

Page 1 of 2

## OPERATIONAL SERVICES

### **WAIVER OF STUDENT FEES**

The Superintendent will recommend to the Board of Education what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

The Board shall waive all fees assessed by the District for children whose parents/guardians are unable to afford them under this policy. However, such students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment. Students shall not be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges.

Parents/guardians may secure from and submit to the Principal or designee a Fee Waiver Application Form. The parents/guardians shall submit written evidence of eligibility for waiver of the student's fee.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to the School Free Lunch Program Act, 105 ILCS 125/.01 et seq.
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).
3. The Principal determines that the student is eligible because one or more of the following factors are present:
  - a. illness in the family;
  - b. unusual expenses such as fire, flood, storm damage, etc.;
  - c. seasonal unemployment; or
  - d. emergency situations.

The Principal or designee will notify the parents/guardians promptly as to whether the fee waiver request has been granted or denied. A denial of a fee waiver request may be appealed to the Principal by submitting the appeal in writing to the Principal within 14 days of the denial. The Principal or designee shall respond within 14 days of receipt of the appeal. The Principal's decision may be subsequently appealed to the Superintendent within similar timelines. The Superintendent's decision may be appealed to the Board within similar timelines. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Principal's Office.

**Legal Reference: 105 ILCS 5/10-20.13 and 5/10-22.25**

**Adopted: 4/18/94**

**Revised: 8/24/98**

**Revised: 4/17/2006**