

## STUDENT FEE WAIVER PROCEDURES

The Board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers, depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

## A. Waivers –

1. Full Waivers – a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers – a student will be rated a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. (A partial waiver shall be based on the same percentage as the reduced price meals.)
3. Temporary Waivers – a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application – Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality – The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals – Denials of a waiver may be appealed to the principal, director, superintendent and the Board.

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

F. Notice – the school district will annually notify parents and students of the waiver. The following information will be included in registration materials printed in the parent and student handbook.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

**Date of Adoption:** June, 1965

**Dates of Revision:** September 10, 1979  
December 11, 1989  
July 8, 1996  
April 28, 2003  
April 9, 2007  
May 14, 2012  
July 8, 2019

Policy Title:

**Standard Fee Waiver Application**

Code No. **802.1R**

STANDARD FEE WAIVER APPLICATION

Date \_\_\_\_\_ School Year \_\_\_\_\_

All information provided in connection with this application will be kept confidential.

Name of student \_\_\_\_\_ Grade in school \_\_\_\_\_

Name of parent, guardian \_\_\_\_\_  
(or legal or actual custodian)

Please check type of waiver desired:

Full waiver \_\_\_\_\_ Partial waiver \_\_\_\_\_ Temporary waiver \_\_\_\_\_

Please check if the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

Full waiver:

\_\_\_\_ Free meals offered under the Children Nutrition Program

\_\_\_\_ The Family Investment Program (FIP)

\_\_\_\_ Supplemental Security Income (SSI)

\_\_\_\_ Transportation assistance under open enrollment

\_\_\_\_ Foster care

\_\_\_\_ Homeless

Partial waiver:

\_\_\_\_ Reduced priced meals offered under the Children Nutrition Program

Temporary waiver:

If none of the above apply, but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of parent, guardian (or legal or actual custodian)

Note: Your signature is required for the release of information regarding the student or the student's family financial eligibility for the programs checked above.