

WAIVER OF STUDENT FEES: EXPLANATION & PROCEDURES

Waiver of Student Fees

The Board of Education of Morrisonville Community Unit School District No. 1 has established certain required student fees and charges. However, no student shall be denied the privileges afforded to all public school students on the basis of his inability of his parents to pay the required fees.

A waiver of the fee assessed for an activity may be allowed for any eligible student who makes proper application. However, this exemption does not apply to fees for school property which may be lost or damaged by the eligible student

A. School Fees Defined

- 1) "School fees" include the following:
 - A) All charges for required textbooks and instructional materials.
 - B) All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment).
 - C) Charges for field trips made during school hours, or made after hours if the field trip is required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational educational or the sciences).
 - D) Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
 - E) Charges to participate in extracurricular activity.
 - F) Charges for supplies required for a particular class (e.g. shop or home economics materials, laboratory or art supplies).
 - G) Graduation fees (e.g., caps, gowns).
 - H) School records fees.
 - I) School health services fees
 - J) Driver's education fees assessed pursuant to section 27-23 of the school code.

Policy Manual Reference: Morrisonville Community Unit School District No. 1
4:140

2) "School fees" do not include:

- A) Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments).
- B) Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items.
- C) Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip).
- D) Charges for admission to school dances, athletic events or other social events.
- E) Optional community service programs for which fees are charged (e.g., preschool, before and after-school child care, recreation programs).
- F) Costs incurred by a student in providing his or her own ordinary supplies or materials (e.g., pencil, paper, notebooks) which are required and/or are necessary to participate in any curricular or extra-curricular program.

B) Eligibility- A student who alleges an inability to pay the required fee(s) must meet one of the following requirements:

1. The student is eligible for fee lunches or breakfasts under the Community School Lunch Program. ILCS 5/712.1.
2. The student is subject to special circumstances as determined by the Building Principal.

Special circumstances considered may include:

1. Death or illness of immediate family member;
2. Extensive damage expenses due to an unforeseeable act of God, such as fire, flood or storm;
3. Seasonal unemployment; and/or
4. Any other emergency situation deemed appropriate by the Building Principal.

A fee waiver may be obtained only after the parent or guardian of a student who has been assessed a fee has made application for the fee waiver by use of the proper form which will be made available by the Building Principal upon request. The application shall require written evidence of eligibility for waiver of the student fee requested. Separate application shall be made for each fee assessed to the student.

The parent or guardian of a student for whom a fee waiver has been requested shall be notified of the decision of the Building Principal as to whether the request for fee waiver has been granted or denied. In the event that the request is denied, the parent or guardian shall have fourteen (14) days from the receipt of the decision in which to submit a written appeal to the Superintendent. The Superintendent shall then forward the appeal to the Board of Education for its consideration. The parent of guardian shall be notified of the decision of the Board of Education.

C Administrative Procedures for Waiver of Student Fees

1. Public Announcement

The Board of Education of Morrisonville Community Unit School District No. 1 will announce its policy regarding student fee waivers at the beginning of each school year. The parent or guardian of each child in the district shall receive notice at the beginning of each school year outlining board policy on waiver of student fees and containing information on the application procedure which shall be followed. In the event the policy is substantially changed, the parents of students enrolled in the District will be notified in writing within thirty (30) calendar days following adoption of the amendment.

2. Application Procedure

- a) Parents shall be provided with an application for waiver of student fees upon request of the Building Principal. The form should be completed in full and returned to the office of the Building Principal.
- b) Based on the prerequisites set forth in the Board policy on fee waivers, the Building Principal shall determine the student's eligibility for a waiver of student fees and shall notify the parent or guardian in writing of the decision within thirty (30) calendar days of application
- c) If the Building Principal determines the request should be denied, the parent of guardian shall be provided a written explanation for the denial and information regarding the procedure for appeal of the decision, including the timelines and process for such appeal.

3. Appeal Process
 - a) The parent or guardian may appeal the decision of the Building Principal within fourteen (14) days of receipt of the decision by submitting the appeal in writing to office of the Superintendent.
 - b) The Superintendent shall forward the written appeal to the Board of Education for consideration.
 - c) The Board shall address the appeal at it's regularly schedules meeting, at which time parents may explain why the fee waiver should be granted. The Board shall notify the parent or guardian in writing of its decision. The decision of the Board of education shall be final and binding.
 - d) No fee shall be collected from any parent.
4. Billing of Parents Owing Student Fees
 - a) The first bill or notice sent to parents who owes student fees;
 - (I) will state that Morrisonville Community Unit School District No. 1 waives student fees for persons unable to afford them in accordance with this policy
 - (II) will specify the procedure for applying for a fee waiver or the name, address and telephone number of the person to contact for information concerning a fee waiver.

LEG. REF.: ILCS 5/10-20.13
23 Il. Adm. Code 1.245

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