



June, 2016

Dear Parent or Guardian:

The Board of Education of District 214 shall waive all school fees assessed by the district as a requirement for a student's participation in any curricular or cocurricular program of the district if the parent/guardian meets any of the following eligibility requirements:

1. The student's household is one whose gross income is at or below the levels shown:

Household Size	Annual Income	Monthly Income	Weekly Income
1	\$15,444	\$1,287	\$297
2	\$20,826	\$1,736	\$401
3	\$26,208	\$2,184	\$504
4	\$31,590	\$2,633	\$608
5	\$36,972	\$3,081	\$711
6	\$42,354	\$3,530	\$815
7	\$47,749	\$3,980	\$919
8	\$53,157	\$4,430	\$1,023
For each additional family member, add	+\$5,408	+\$451	+\$104

2. The family experiences a very significant loss of income due to severe illness or injury in the family.

Written evidence of eligibility shall be required of each person applying for a waiver for these reasons.

For the purposes of this policy, "school fees" mean any monetary charge collected by the school or district from a student or the parent/guardian as a prerequisite for the student's participation in any curricular or cocurricular program of the school or district. A school does not impose a "fee" when it requires that students provide their own ordinary supplies or materials (e.g., pencil, paper, notebooks), which are necessary to participate in any curricular or cocurricular program.

"School Fees" include, but are not limited to, the following:

- a. Charges for required textbooks and instructional materials.
- b. 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 school hours if the field trip is a required or customary part of a class or cocurricular 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 education 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 cocurricular activities.
- 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. Driver education fees assessed pursuant to Section 27-23 of The School Code.

- j. Only students who receive a District 214 “fee waiver” (unrelated to the free/reduced lunch program) are eligible for waiver of camp tuition. Only the camp tuition is waived. All students must pay the registration fee and other camp fees (i.e., shirt, league, and “other”).

"School Fees" do not include:

- a. Optional protection coverage for mobile devices such as an iPad.
- b. Library fines and other charges made for the loss, misuse, or destruction of school property (e.g. iPad, musical instruments).
- c. Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items.
- d. 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).
- e. Charges for admission to school dances, athletic events or other social events.
- f. Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreational programs).
- g. Optional fees or charges such as parking passes.

HOW TO APPLY:

Applications for fee waivers may be made on an application form available from the student's principal. The application form should be completed and submitted along with documentation of the household's gross income (i.e. Federal Income Tax Form 1040 or Illinois Income Tax Return Form or other evidence of documentation acceptable to the district) to the student's principal. No fee shall be collected from any parent/guardian who is seeking a fee waiver in accordance with this policy until they have been notified of the District's decision regarding the request or appeal, if one is made.

You are advised that Illinois law 720 ILCS 5/17-6 provides that supplying false information to obtain a fee waiver is a Class 4 Felony. If the amount of the benefit is over \$300, it is a Class 3 Felony.

You will be notified within 30 days of receipt of the request, as to whether the fee waiver request has been granted or denied. If your request is denied, or a subsequent decrease in family income occurs, you may reapply for a waiver at any time during the school year.

A denial of a waiver request may be appealed to the Associate Superintendent for Finance & Operations by submitting a completed appeal form within two weeks of the denial. A decision will be mailed to the parents within thirty (30) calendar days of the receipt of the request. If this appeal is denied, a waiver request may be appealed to the Board of Education by submitting the completed appeal form to the Superintendent within two weeks of the denial. If appealed, the Board of Education will consider such appeals within thirty (30) calendar days of the receipt of the appeal request. A parent/guardian has the right to meet with the Board of Education to explain their reasons for the fee waiver to be granted. The Board will notify the parent/guardian in writing of its decision, including its reasons if it denies the appeal request. The decision of the Board of Education is final and binding.

Any questions regarding the fee waiver request process should be addressed to the main office of your child's school.

Sincerely,

Cathy Johnson

Cathy Johnson
Associate Superintendent for Finance and Operations