



High School District 214  
2121 South Goebbert Road  
Arlington Heights, Illinois 60005  
847-718-7600 | [www.d214.org](http://www.d214.org)

## **WAIVER OF SCHOOL FEES PROCESS**

For the 2023-24 school year, the application for Free/Reduced Lunch will be utilized for a fee waiver. The application is available on the Infinite Campus Portal or can be obtained in the principal's/director's office and on the district website at: <http://www.d214.org/about-district-214/fee-waivers>

The completed form should be submitted via the Infinite Campus portal or submitted to the principal/director or designee. One application form should be submitted at the beginning of each school year to determine the eligibility for the waiver of all applicable fees for that school year. No fee shall be collected from any parent(s)/guardian(s) who are 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. If the request is denied, or a subsequent decrease in family income occurs, a new application for fee waiver can be completed at any time during the school year.

Parent(s)/guardian(s) are advised that supplying false information to obtain a fee waiver is a Class 4 Felony under Illinois Compiled Statutes 7-20 ILCS 5/17.6. If the amount of benefit obtained is over \$300, it is a Class 3 Felony.

An eligibility determination will be sent within 10 days. A denial of a waiver request may be appealed to the Associate Superintendent for Business Services 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.

Questions concerning the fee waiver/free lunch process should be addressed to the principal's/director's office.