

**APPLICATION FOR FEE WAIVER**

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. For a list of fees that may be waived, please refer to policy number 4:140. Submit completed application and income verification documents to the Building Principal or the District Office. Applications may be filed at any time during the school year.

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 Student's name (please print)

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 School

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 Parent/guardian name (please print)

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 Address (please print)
 

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1. The student named above lives in my household?    Yes    No
2. Total number of people living in my home \_\_\_\_\_
3. Total gross annual household income (before deductions) from all people living in my home  
\$ \_\_\_\_\_

The above income number must include all:

- Compensation for services, wages, salary, commissions or fees;
- Net income from self-employment;
- Social Security;
- Dividends or interest on savings or bonds or income from estates or trusts;
- Net rental income;
- Public assistance or welfare payments;
- Unemployment compensation;
- Government civilian employee or military retirement, or pensions or veterans payments;
- Private pensions or annuities;
- Alimony or child support payments;
- Regular contributions from persons not living in the household;
- Net royalties; and
- Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

4. My household meets the federal income guidelines for free meals (attached)?    Yes    No  
See [www.fns.usda.gov/cn/income-eligibility-guidelines](http://www.fns.usda.gov/cn/income-eligibility-guidelines)

If you answered "no" to any of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

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Families who currently qualify to receive free lunch **may** be eligible for a fee waiver and must submit a completed fee waiver application (in addition to the Free and Reduced Lunch application).

#### Income Verification for Fee Waiver

You must present one of the following documents to verify income:

- Two current pay stubs for all working members of the household
- Unemployment statement or disability *statement* showing benefits
- Current W-2 form (most recent calendar year)
- Current tax returns (most recent calendar year)
- Medicaid card showing case number
- Direct certification letter from the State of Illinois
- Temporary Food Assistance for Needy Families (TANF) or food stamp evidence
- Foster placement papers

Families that do not qualify based on the income criteria above may still apply for waivers by submitting the Application for Fee Waiver to the Main School Office or District Office. Eligibility may be determined based on extraordinary circumstances referenced below:

- Serious illness in the family
- Extraordinary expenses such as fire, flood or storm damage
- Emergency situations

Applications will be reviewed by District administration. Notification of approval/denial will be made in the form of a letter to the applicant within thirty (30) days of receipt of the request. You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days.

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

\_\_\_\_\_  
Parent/Guardian (signature)

\_\_\_\_\_  
Date

EXHIBIT

| [5/19](#)