

## STUDENT FEES, FINES, CHARGES, AND WAIVERS

### School Fees and Notice

The superintendent will:

- (1) Prepare and recommend to the School Board a list of school fees to be charged to students for the use of textbooks, consumable materials, field trips, extracurricular activities, graduation fees, and similar items. See 23 Ill.Admin.Code §1.245(a) for a definition of *school fees*.
- (2) **Provide initial notice:** For parents/guardians of all students enrolling in the District for the first time that the District will waive school fees for persons unable to afford them in accordance with policy 4:140, *Waiver of Student Fees*, 23 Ill.Admin.Code §1.245(c)(2)(A).

The initial notice must at least describe: (1) the Board's policy, including the criteria and other circumstances under which the District will waive school fees; (2) the school fees subject to a waiver; (3) the procedure to apply for a fee waiver, including the availability of a fee waiver request form and the documents whose use is required by the District in verifying income; and (4) the dispute resolution procedure. 23 Ill.Admin.Code §1.245(c)(2)(A).

- (3) **Provide annual notice:** Includes a notice with the first statement sent to parents/guardians who owe school fees that the District will waive school fees for persons unable to afford them in accordance with policy 4:140, *Waiver of Student Fees*.

The annual notice must include a description of the fee waiver application process or the name, address and telephone number of the person to contact for information concerning a fee waiver. 23 Ill.Admin.Code §1.245(c)(2)(B).

- (4) Determine whether the required inclusions in these notices will be satisfied by providing parents/guardians with a written copy of Board policy 4:140, *Waiver of Student Fees* and form 4:140-E1, *Application for Fee Waiver*.

### Waiver Application

Parent(s)/Guardian(s) seeking a school fee waiver will:

- (1) Complete 4:140-E1, *Application for Fee Waiver*, and return it to the Building Principal along with documents that will verify the family's income, such as, payroll stubs, tax returns, or evidence of receipt of food stamps or Temporary Assistance for Needy Families. 23 Ill.Admin.Code §1.245(d).

Parent(s)/Guardian(s) may apply for a waiver of school fees by completing 4:140-E1, *Application for Fee Waiver*, at any time.

### Eligibility

Assistant Superintendent for Finance & Operations will:

- (1) Determine the student's eligibility for fee waiver based on policy 4:140, *Waiver of Student Fees*.
- (2) Notify the parent(s)/guardian(s) within 30 calendar days if their *Application for Fee Waiver* is denied. 23 Ill.Admin.Code §1.245(c)(3).

A rejection notice must include: (1) the reason for the denial; (2) a notification of their right to appeal as well as the appeal process and timelines (4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*); and (3) a statement that they may reapply at anytime if circumstances change. 23 Ill.Admin.Code §1.245(c)(3)(A).

- (3) Ensure that any completed 4:140-E1, *Application for Fee Waiver*, and the 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*, are confidentially treated and maintained. 23 Ill.Admin.Code §1.245(f).

Parent(s)/Guardian(s) seeking a school fee waiver will:

- (1) May appeal the denial of a fee waiver request within thirty days of receipt of denial.
- (2) If desired, meet with the person who will decide the appeal in order to explain why the fee waiver should be granted. 23 Ill.Admin.Code §1.245(c)(3)(B).

The superintendent or designee will:

- (1) Contact the parent(s)/guardian(s) to determine if they want to meet to explain why the fee waiver should be granted. 23 Ill.Admin.Code §1.245(c)(3)(B). If so, meet with the parent(s)/guardian(s) at a prearranged date and time.
- (2) Ensure that the person who decides the appeal is not the person who initially denied the fee waiver or a subordinate of this person. 23 Ill.Admin.Code §1.245(c)(3)(B).
- (3) Respond in writing to the parent/guardian's appeal within 30 calendar days of receipt of the appeal. 23 Ill.Admin.Code §1.245(c)(3)(B).
- (4) Ensure that no discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, is exercised against a student whose parent(s)/guardian(s) are unable to purchase required textbooks or instructional materials or to pay required fees. 105 ILCS 5/28-19.2.

CROSS REF: Policy 4:140 and Exhibits 4:140-E1 and E2

## REGULATION

Approved 11/14/11  
Revised: 5/20/19, 7/20/2020  
Reviewed: 4/15/13, 4/18/16



Board of Education, Glen Ellyn, Illinois