



## STUDENT FEE WAIVER PROCEDURES

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Lisle Community Unit School District 202 provides student fee waivers and reductions in accordance with Board Policy 4:140, Waiver of Student Fees.

### Who Qualifies for a Fee Waiver or Reduction?

- Students approved for free meals qualify for a 100% waiver of applicable school fees and fines.
- Students approved for reduced-price meals qualify for a 50% waiver of applicable school fees and are responsible for the remaining 50%.
- Students who are homeless qualify for a 100% waiver of applicable school fees and fines.
- Students whose parents/guardians are veterans or active-duty military personnel with household income at or below 200% of the federal poverty level qualify for a 100% waiver of applicable school fees and fines.
- Additional waivers or reductions may be granted based on extenuating circumstances, including illness in the family, unemployment, emergency situations, or unusual financial hardship.

### Fees Covered by the Waiver Program

**The following fees are generally included in the District's fee waiver program:**

- All charges for required textbooks and instructional materials
- All charges and deposits collected for use of school property, including locks, towels, and laboratory equipment
- Charges for field trips made during school hours, or after school hours if the field trip is a required or customary part of a class or extracurricular activity
- Charges or deposits for uniforms or equipment related to varsity and intramural sports or fine arts programs
- PE uniforms (one standard uniform provided; replacement or additional uniforms may be charged to the student)
- Charges for supplies required for a particular class, including art, industrial arts, photography, and home economics
- Charges for participation in extracurricular activities
- Graduation fees, including caps and gowns
- School records fees
- School health services fees
- Driver's education fees
- Instrument rental fees

### **The following fees are generally not included in the District's fee waiver program:**

- Library fines and other charges for the loss, misuse, or destruction of school property
- Student parking fees
- Transportation fees for busing of ineligible riders
- Charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar optional items
- Charges for optional travel undertaken by a school club or group of students outside of school hours
- Charges for admission to school dances, athletic events, or other social events
- Optional community service programs for which fees are charged, including preschool, recreation programs, and before- and after-school childcare programs

### **How to Apply**

Families seeking a fee waiver or reduction based on free or reduced-price meal eligibility should complete the District's free and reduced-price meals application.

Families who do not complete a meals application, but who believe they qualify due to financial hardship or other special circumstances, may complete the District's Application for Fee Waiver and submit supporting documentation to the Building Principal or designee.

Applications may be submitted at any time during the school year.

Families seeking waiver eligibility based on homeless status should contact the District Liaison for Homeless Children.

### **Enrollment and Withdrawal Fee Adjustments**

**When a student withdraws from the District, refunds of annual fees will be issued as follows:**

- Withdrawal during the 1st nine weeks – 50% refund
- Withdrawal during the 2nd nine weeks – 33% refund
- Withdrawal during the 3rd nine weeks – 20% refund
- Withdrawal during the 4th nine weeks – No refund

**When a student enrolls after the start of the school year, fees will be charged as follows:**

- Enrollment during the 1st nine weeks – Full annual fee charged
- Enrollment during the 2nd nine weeks – 75% of the annual fee charged
- Enrollment during the 3rd or 4th nine weeks – 50% of the annual fee charged

Applicable fee waivers or reductions will be applied after the prorated fee amount is calculated.

## **Appeals**

If a request for a fee waiver or reduction is denied, the District will provide written notice within 30 calendar days explaining the reason for the denial and the appeal process.

Families may reapply at any time during the school year if circumstances change.

## **Confidentiality and Non-Discrimination**

Information related to fee waiver requests is confidential.

No student will be denied educational services, grades, transcripts, records, or participation in curricular or extracurricular activities because of the inability to pay school fees or fines.