

## Operational Services

### Waiver of Student Fees

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of fees, including lock rental and physical education towel rental charges. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Business Office.

A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 *et seq.* or determined eligible by Glencoe Family Services.

Additional consideration will be given by the Business Manager where one or more of the following factors are present:

- illness in the family;
- unusual expenses such as fire, flood, storm damage, etc.;
- seasonal unemployment;
- emergency situations.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fees.

The Business Manager will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The Business Manager's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Business Manager's office.

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25.  
23 Ill. Admin. Code § 1.245 [unenforceable].

ADOPTED: August 9, 1999