



## New Lenox School District 122

102 South Cedar Road, New Lenox, Illinois 60451

Phone 815-485-2169 Fax 815-485-2236

Margaret M. Manville, Ed.D., Superintendent

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### NLSD122 BOARD POLICY 4:140: WAIVER OF STUDENT FEES

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The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

#### Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

#### Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration for fee waivers when the income of the families that qualify for reduced meals are within 110% of the federal free meals program, income guidelines set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education and where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;

- When one or more of the parents/guardians are involved in a work stoppage.

### Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

### Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

### LEGAL REF.:

[105 ILCS 5/10-20.13](#), [5/10-22.25](#), and [5/28-19.2](#).  
[23 Ill.Admin.Code §1.245](#) [MAY CONTAIN UNENFORCEABLE PROVISIONS].

CROSS REF.: [4:130](#) (Free and Reduced-Price Food Services)

ADOPTED: March 17, 1999

REVISED: June 16, 2010, November 17, 2010

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Call District Office at (815) 485 - 2169 or visit the District Office at 102 S. Cedar road if you have questions or need to file an appeal.

Please see the Lunch Program link under the Parents and Students section of the district website to download a Free and Reduced Lunch Waiver.