

Operational Services

Waiver of Student Fees

The Board of Education of the District in which a Cooperative Program is housed adopts fees, if any, that 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. 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 Program Principal.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

Additional consideration will be given by the Program Principal 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;
- when one or more of the parent(s)/guardian(s) are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

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

Questions regarding the fee waiver request process should be addressed to the Program Principal's office.

ADOPTED: March 21, 2000