

Administrative Regulation

Waiver of School Fees

Fees should not be collected from families who are applying for a fee waiver or have been directly certified for free meals.

Application Procedure

1. A child who is “directly certified” (i.e., is receiving SNAP/Food Stamps or TANF) or is “categorically eligible” (i.e., is homeless, migrant or runaway) would automatically qualify for a school fee waiver without submission of an Application for Fee Waiver.
2. Parent(s)/guardian(s) who do not meet the stipulations identified in #1 above, will be requested to complete the waiver of school fee application and return the form to the Building Principal or the Business Services Department for processing. Waiver requests may be submitted on a household basis. The form will be sent to the Assistant Superintendent for Business Services for review and action.
3. In cases where, for various reasons, a parent or other adult members of the family may not initiate a request, the classroom teacher, educational leader, visiting teacher, or other official may complete an application with the approval of the building principal to establish eligibility, where needed, for children.
4. In cases where, for various reasons, the principal is aware of extenuating circumstances related to a student in their building, the principal may initiate a request for waiver application on behalf of the student.
5. Application for the waiver of school fees may be requested upon enrollment of the school year or at any time circumstances have changed that might require a fee waiver. An Application for Fee Waiver cannot be submitted more than 30 days prior to the start of the school term
6. The Assistant Superintendent for Business Services shall determine the student’s eligibility for fee waiver in accordance with Board Policy.
7. The parent(s)/guardian(s) shall be notified within 30 calendar days of the acceptance or denial of their student’s (s’) waiver of fee application.
8. If the waiver is rejected, the reason will be stated and the parents will be informed of appeal procedures. The parent(s) or guardian(s) will also be informed that they may reapply at any time if circumstances change.

Appeal Procedures

The District’s approved hearing procedures will be followed in cases of appeal by the parent(s)/guardian(s) of the school’s decision on applications, or in cases of challenge of a student’s continued eligibility.

The parent(s)/guardian(s) may appeal the denial of a fee waiver application by submitting the appeal in writing to the Superintendent within 14 days of the denial.

The Superintendent or designee shall respond to the parents' /guardians' appeal within 14 calendar days of receipt of the appeal. Parent(s)/guardian(s) have the right to meet with the superintendent or designee to explain why a waiver should be granted. A copy of the appeal decision stating the reasons for denial shall be mailed to the parent(s)/guardian(s).

The decision of the Superintendent will be final and binding.

Refunds

If a family has paid their fees upon enrollment and subsequently was approved for a waiver, the Business Office will automatically issue a refund prorated on a semester basis. If a student is enrolled more than 10 days, no refund will be issued for that semester.

Adopted: April 14, 1997
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June 14, 2004
December 12, 2005
July 1, 2006
February 10, 2010
July 1, 2011