

## Operational Services

### Administrative Procedure - Fines, Fees, and Charges - Waiver of Student Fees

Actor	Action
Superintendent or designee	<p>Notifies parents/guardians of all students enrolling in the District for the first time that the District waives school fees for persons unable to afford them in accordance with policy 4:140, <i>Waiver of Student Fees</i>.</p> <p style="padding-left: 40px;">The notice may consist of a written copy of the District's policy 4:140, <i>Waiver of Student Fees</i>, and form 4:140-E1, <i>Application for Fee Waiver</i>.</p> <p>Includes a notice with the first statement sent to parents/guardians who owe fees that the District waives school fees for persons unable to afford them in accordance with policy 4:140, <i>Waiver of Student Fees</i>, and form 4:140-E1, <i>Application for Fee Waiver</i>.</p>
Parent(s)/Guardian(s) seeking a school fee waiver	<p>Completes the <i>Application for Fee Waiver</i>, 4:140-E1, and returns it to the Building Principal.</p> <p style="padding-left: 40px;">In cases where, for various reasons, a parent/guardian does not initiate a request, the classroom teacher or other official may complete an application to establish eligibility.</p> <p>May apply for a waiver of school fees by completing the <i>Application for Fee Waiver</i>, 4:140-E1, at any time.</p>
Building Principal or designee	<p>Determines the student's eligibility for fee waiver based on policy 4:140, <i>Waiver of Student Fees</i>.</p> <p>Notifies the parent(s)/guardian(s) within 30 calendar days of the acceptance or denial of their <i>Application for Fee Waiver</i>.</p> <p style="padding-left: 40px;">A rejection notice must include: (1) the reason for the denial; (2) a notification of their right to appeal as well as the appeal process and timelines (4:140-E2, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i>); and (3) a statement that they may reapply at anytime if circumstances change.</p> <p>Ensures that any completed <i>Application for Fee Waiver</i> and the <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i> are confidentially treated and maintained.</p>
Parent(s)/Guardian(s) seeking a school fee waiver	<p>May appeal the denial of a fee waiver application by submitting the appeal in writing to the Superintendent within 14 calendar days of the denial; any appeal received after 14 calendar days will either be considered or treated as a new application depending on circumstances.</p> <p>[optional] Meets with the person who will decide the appeal in order</p>

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	to explain why the fee waiver should be granted.
Superintendent or designee	<p>Contacts the parent(s)/guardian(s) to determine if they want to meet to explain why the fee waiver should be granted.</p> <p>If so, meets with the parent(s)/guardian(s) at a prearranged date and time.</p> <p>Responds in writing to the parent(s)/guardian(s)' appeal within 14 calendar days of receipt of the appeal.</p>
Parent(s)/Guardian(s)	If the Superintendent or designee denies the appeal, may submit a written appeal to the School Board.
School Board	Responds to the appeal in a reasonable length of time. The Board's decision is final.

Adopted: May 17, 2006