

TAYLORVILLE COMMUNITY UNIT SCHOOLS  
2017-2018 SCHOOL YEAR

TO: PARENT/GUARDIAN  
FROM: Dr. Gregory Fuerstenau, Superintendent  
RE: FINES, FEES, AND CHARGES - WAIVER OF ELEMENTARY STUDENT FEES

The School Board may establish fees and charges to fund certain school activities. The Board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardians to pay fees and charges. Please note that if your fee waiver request is denied, the district will make reasonable efforts to collect charges classified as delinquent debt.

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

Applications for fee waivers may be obtained from your child's school, the district website [www.tcusd3.org](http://www.tcusd3.org) (under the parent tab) or the superintendent's office. This completed form must be submitted by a parent/guardian of the student.

A student may be eligible for a fee waiver if the student is from a household whose gross income is at or below the levels shown below. You may be asked to provide written evidence to show that the household income is at or below the level indicated.

Family Size	Monthly Income
1	1,860
2	2,504
3	3,149
4	3,793
5	4,437
6	5,082
7	5,726
8	6,371
Each Additional Family Member	+ 645

Also consideration will be given to additional factors such as:

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

If the student meets at least one of the following prerequisites you do not need to fill out a fee waiver (Please provide evidence of participation):

1. Temporary Assistance to Needy Families (TANF),
2. Supplemental Nutrition Assistance Program (SNAP),
3. Income-Eligible Medicaid
4. Foster Status
5. Homeless
6. Migrant

The parent/guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each student. The Superintendent's office will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Superintendent or his designee within fourteen (14) days of the denial. If appealed, the Board will reconsider the decision to deny the fee waiver request, and will notify the parent/guardian in writing of its decision. The decision of the Board is final and binding.

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



# Taylorville Community Unit School District #3

## ELEMENTARY APPLICATION FOR WAIVER OF SCHOOL FEES

### 2017-2018 SCHOOL YEAR

Please see page two for complete instructions

PART 1: List the names of all household members below:			
FIRST NAME	LAST NAME	TYPE OF MEMBER	SCHOOL NAME & GRADE
1.		Parent/Guardian/Other	
2.		Parent/Guardian/Other	
3.		Student / Child	
4.		Student / Child	
5.		Student / Child	
6.		Student / Child	
7.		Student / Child	

**IF ONE OR MORE STUDENTS LISTED ABOVE PARTICIPANT IN SCHOOL SPORTS / ATHLETICS CHECK THIS BOX:**

**PART 2: Homeless, Migrant, Runaway, or Foster child:**  Homeless  Migrant  Runaway  Foster Child

**PART 3: Total Household Gross Income (before deductions)**

<b>NAMES</b> (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)  <i>*If you have no income to report see page two of this form.</i>	<b>Gross Income and How Often It Is Received (Hourly rates are not acceptable)</b> <i>Example: \$100/monthly; \$100/twice a month; \$100/every other week; \$100/weekly</i>							
	Earnings from Work (Before Deductions)		Welfare, Child Support, Alimony		Pensions, Retirement, Social Security		Worker Comp, Unemployment, SSI, etc. (All Other Income)	
	Amount	How Often Paid?	Amount	How Often Paid?	Amount	How Often Paid?	Amount	How Often Paid?
1.	\$		\$		\$		\$	
2.	\$		\$		\$		\$	
3.	\$		\$		\$		\$	
4.	\$		\$		\$		\$	

*There are other reasons why I am unable to afford the school fee assessed to my child (Ex. illness in family; unusual expenses such as fire, flood, storm damage, etc.; seasonal unemployment; emergency situations). Explanation of reason: (describe in detail, attach additional pages if needed)*

**PART 4: Complete Applicant's information below:**  
*I certify (promise) that all information on this application is true and that all income is reported. I understand that written documentation is required and school officials may verify (check) the information. I understand that if I purposely give false information, I shall be guilty of a Class C misdemeanor and may be prosecuted. (105ILCS 5/10-20.12b)*

\_\_\_\_\_ **Date**                      \_\_\_\_\_ **Applicant's Printed Name**                      \_\_\_\_\_ **Applicant's Signature**

(\_\_\_\_) \_\_\_\_\_ **Daytime Telephone Number**                      \_\_\_\_\_ **Home Address (Number, Street)**                      \_\_\_\_\_ **ZIP**

**Privacy Act Statement:** The Illinois State Board of Education is requesting schools to collect the information on this form to assist schools in reporting student's eligibility for state and federal benefits programs. You do not have to give this information, but if you do not, we cannot determine your child's eligibility for additional benefits under state and federal programs. We will hold the information you provide us as private and confidential to the extent required by law. However, we will share your socioeconomic status with various state and federal programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**Non-discrimination Statement:** In accordance with Federal Law and U.S. Department of Education policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write U.S. Department of Education, Office of Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323 or call (215) 656-8541 (Voice). Individuals who are hearing impaired or have speech disabilities may contact U.S. DOE through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). The U.S. Department of Education is an equal opportunity provider and employer.

**Do not fill out this part. This is for office use only.** Annual Conversion: Weekly X 52 Every Two Weeks X 26 Twice a Month X 24 Monthly X 12

**Total Income \$** \_\_\_\_\_ **Per:**  Week  Every 2 Weeks  Twice a Month  Month  Year **Number in Household:** \_\_\_\_\_

Fee Waiver Approved                       Fee Waiver Denied -Reason:  Income too high                       Incomplete application

**Signature of Determining Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **INSTRUCTIONS FOR APPLYING – COMPLETE ONE APPLICATION PER HOUSEHOLD**

Part 1: List all household members names and circle the appropriate member type and provide your child's school name and grade for all Taylorville Community Unit School Dist. #3 students.

Part 2: If you are completing this form for a Homeless, Migrant, Runaway or Foster Child – check the appropriate box.

Part 3: List the names of all household members who receive income. Report gross income and how often it is received.

- Gross income is the amount of income earned before taxes and other deductions.
- We will not accept income reported in an hourly rate.
- You may be asked to provide proof of income.

**\* If you do not have any income to report, please supply documentation as to why there is no income in the household and how you are providing for your family. We can accept a brief note explaining how you provide food, clothing and housing for your family and when you expect an income to be received.**

Part 4: Complete form with date, printed name, signature, daytime phone number and home address.