

PONTIAC TOWNSHIP HIGH SCHOOL

APPLICATION FOR FEE WAIVER

If you believe your financial situation warrants waiver of fees for your student for this school year, please answer each question on this form, sign it, and return it to the Principal or Asst. Principal. Student fees may be waived for the following reasons: family income under federal guidelines for free or reduced lunch, family receives public aid, unique special hardships which have decreased family income.

1. STUDENT INFORMATION

Student Name	Grade	Name of School

2. IS STUDENT A FOSTER CHILD? _____ (If Yes - complete Section 3 and sign form.)

3. FAMILY INFORMATION

Parents/Guardian Name _____

Address _____

4. NAMES, AGES AND GRADES OF ALL MEMBERS OF FAMILY:

Name	Age	Grade	Name	Age	Grade

5. INFORMATION ON INCOME - Please circle if income is weekly, monthly or yearly.

Household Members	Earnings/Work (Before Deductions)	Please circle	Alimony, Pensions, Social Security, Retirement	Please circle
		Weekly Monthly Yearly		Weekly Monthly Yearly
		Weekly Monthly Yearly		Weekly Monthly Yearly

6. Are you currently receiving TANF or Food Stamps? ____ Yes ____ No

7. Are your children receiving free or reduced-priced school lunches? ____ Yes ____ No

8. Explain any special hardships or financial problems which may qualify your family for approval to receive free book rental.

The information supplied in this application is true and correct to the best of my knowledge and belief.

Parent/Guardian Signature

Date

PONTIAC TOWNSHIP HIGH SCHOOL DISTRICT 90

1100 Indiana Ave.
Pontiac, IL 61764

Pontiac Township High School, pursuant to Sec. 2-3.96, 10-20.13, and 34-21.6 of The Illinois School Code will participate in the student waiver program. The following information will assist you on determining if you believe you are qualified. If you do believe you qualify, please fill out the enclosed form and return to the administrative office of Pontiac High School.

Qualifications

1. Recipient of Free Lunch Program/Reduced Lunch Program
2. Significant loss of income due to special hardships. (Examples--Fire, Flood, Storm damage, Debilitating illness or injury to sole wage earner.)

Fees Subject to Waiver

1. Textbooks and instructional materials
2. Towel, lock and laboratory
3. Field Trips required as part of class

Procedure For Applying

1. Fill out appropriate application form.
2. Request presented to administration office.
3. Provide necessary data as requested by form.

Procedure For Resolving Disputes

1. Decision of denial rational provided in writing within 10 calendar days of application.
2. The written decision shall state reason or denial.
3. Request for appeal must be filed within 10 calendar days of receipt of denial.
4. An appeal meeting will be established within 10 calendar days of request being received.
5. Resolution of appeal will be provided in writing within 10 calendar days of hearing.

Fee Waiver Changes

If any change is to occur in the waiver policy you will receive a written notice within 30 calendar days following adoption.

Confidentiality

Student information on applications is protected by the Illinois School Records Act and disclosures will follow guidelines of this act.

Discrimination

No discrimination or punishment of any kind may take place upon any students if the parent or guardian is unable to purchase the required textbook or instructional materials.

Verification

Your eligibility may be checked by school officials at any time during the school year. You may be asked to send information to prove that your child(ren) should receive a fee waiver.

Reporting Changes

If your child(ren) receive a fee waiver based upon income or hardship information, you must tell the school if your household size decreases or your income increases by more than \$50 per month or \$600 per year. If your children receive AFDC or Food Stamps and you no longer receive such support, you must notify the school immediately.