

Procedure for Application for a Fee Waiver

1. Parent/Guardian must complete the **Application for Fee Waiver** and return the form along with the supporting documentation showing income. This information must be returned to the District office to be processed before the first day of practice (if participating in a sport) or the first day of school. Items that show proof of income include: two (2) most recent pay stubs for every person living in the house that has income of any kind, two (2) most recent bank statements showing all deposits, disability statements showing benefit amount, unemployment statements showing benefits received, child support amounts and any other income information that is available.

a. The Fee waiver will be retro-active for no more than 2 weeks from the time it is received at the District office with all supporting information needed to process the requests.

2. The District office will process the request to determine the family's status and make the necessary adjustments in Skyward to the student's fees to reflect the results of the application.

3. The District office will email the results to the parent/guardian's email furnished on the waiver once a determination has been made.

4. If the status is determined to be "reduced" or "full pay", the amount is due immediately or the parent/guardian must come to the District office and request a payment plan. To set up a payment plan, there must be 25% down and the remaining balance will be divided into four (4) monthly payments. All monthly payments must be automatically withdrawn from a bank account or credit card.

5. All students who participate in a winter and/or spring sport must be re-evaluated for a fee waiver prior to the first practice. Current supporting documentation must be submitted again to continue participation in the fee waiver. If the information is not received the fee for that sport will be charged at the full amount.

Morrison Community Unit School District #6

APPLICATION FOR FEE WAIVER

All families requesting a fee waiver for the 2024-2025 school year must complete a fee waiver application. This application for a school fee waiver **is completely independent from the District process for determining eligibility for free meals**. Please review the information required carefully. Submit completed application and income verification documents to the District office located at 100 E. Knox St.. Any incomplete information will cause a delay in your request or in your request being denied.

Student's Name(s) (please print)

School

Parent/Guardian Name (please print)

Address (please print)

1. The student(s) named above lives in my household? ____ Yes ____ No
2. Total number of people living in my home _____ (list below)

_____	_____
_____	_____
_____	_____
_____	_____

3. Total gross annual household income (before deductions) from all people living in my home. \$_____.

Income includes all:

Compensation for services, wages, salary, commissions or fees;
Net income from self-employment;
Social Security;
Dividends or interest on savings or bonds or income from estates or trusts;
Net rental income;
Public assistance or welfare payments;
Unemployment compensation;
Government civilian employee or military retirement, or pensions or veterans payments;
Private pensions or annuities;
Alimony or child support payments;
Regular contributions from persons not living in the household;
Net royalties; and
Other cash income (including cash amounts received or withdrawn from any source
including savings, investments, trust accounts and other resources)

4. Does my household meet federal income guidelines for free meals (attached)?
_____ Yes _____ No www.isbe.net/nutrition/htmls/data.htm#income

If you answered "No" to any of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

Income Verification for Fee Waiver

You must present documentation to verify income. These could include:

- Two (2) current pay stubs for all working members of the household
- Two (2) current bank statements showing all deposits
- Disability Statement showing benefits
- Child support papers showing amount
- Unemployment statement showing benefits
- Current tax returns
- Foster placement papers

For this Fee Waiver to be ongoing, you will be required to provide updated income verification again prior to a students second sport. Failure to bring in this information will nullify this waiver.

This Fee Waiver will be retro-active no more than 2 weeks from the time the Fee Waiver and all supporting documentation is received.

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

Parent/Guardian (signature)

Date

Email address (this will be used to notify you of the waiver results)

Turn in your completed application with copies of required documentation to the District Office located at 100E. Knox St., (Farm Bureau Building) Morrison, IL 61270.

If you have any questions, please feel free to contact LuAnn Wieneke at 815-772-2064 or luann.wieneke@morrisonsschools.org