



**EAST MAINE
SCHOOL DISTRICT 63**

FEE WAIVER APPLICATION

East Maine School District 63 provides every student with equal educational services regardless of his or her financial means. The District waives fees for students who meet certain eligibility criteria. A student qualifies for a fee waiver if the family's income is below the designated income to receive free lunches, the student or family is receiving specific public aid, or the family is faced with an extenuating circumstance, such as illness or unemployment.

Instructions:

1. Fill out only one application for all your children attending East Maine School District 63.
2. Attach copies of proof of income for **ALL** household members to the application (e.g., two recent paystubs, food stamp, Child Support, Social Security, unemployment letter, or if self employed-copy of recent tax returns).
 - a. **NOTE:** Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions or fees; (2) net income from self employment; (3) social security; (4) dividends or interest on savings or bonds or income from estates or trusts; (5) net rental income; (6) public assistance or welfare payments; (7) unemployment compensation; (8) private pension or annuities; (9) alimony or child support payments; (10) regular contributions from persons not living in the household; (11) net royalties; and (12) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child's meal.
3. Submit completed application (**NO LATER THAN APRIL 1ST, UNLESS NEW TO THE DISTRICT**) to your local school or to the East Maine School District 63 office located at: 10150 Dee Rd., Des Plaines, IL 60016. If you have any questions, please contact the Finance Manager at (847) 299-1900.

Part 1. Parent/Guardian Information: (PLEASE PRINT)

PARENT/GUARDIAN NAME			
STREET ADDRESS			APT. #
CITY	ZIP CODE	PHONE	
PARENT E-MAIL ADDRESS			

Part 2. Student Information:

STUDENT NAME	SCHOOL	GRADE

Part 3. Household information:

TOTAL NUMBER OF PEOPLE LIVING IN YOUR HOUSEHOLD
 TOTAL HOUSEHOLD GROSS INCOME (including children's income)

\$ _____ /per month
or
\$ _____ /per year

Part 4. Proof of Income:

I HAVE ATTACHED PROOF OF INCOME FOR EVERYONE IN THE HOUSEHOLD Yes_____ No_____

Part 5. Parent's/Guardian's Signature:

I am applying for the East Maine School District 63 Fee Waiver and by signing below, I certify that all the information above is true and correct and that all income has been reported. I understand that this information is being given for the receipt of Federal and State funds and that the school district officials may verify the information on this application at any time during the school year. I am aware that the use of false information to obtain a waiver of fees is a felony under Illinois law.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY - Application Status/Determination

- | | |
|--|---|
| <input type="checkbox"/> Application Accepted

<input type="checkbox"/> Application Incomplete
___ Missing Information (please complete the highlighted areas and resubmit the application)
___ Missing Proof of Income
___ Other _____ | <input type="checkbox"/> Application Denied - Income exceeds the household income threshold (based on current 130% Federal Poverty Guideline) |
|--|---|

Signature of Determining Official _____ Date _____