



GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87

596 Crescent Boulevard, Glen Ellyn, IL 60137-4297, (630) 469-9100, www.glenbard87.org

July 2022

Dear Parent or Guardian:

Glenbard Township High School District 87 assesses fees to all students of the district. School Policy 4:140 defines “school fees” or “fees” as any monetary charges collected by the District from a student or the Parent/Guardian of a student as a prerequisite to the student’s participation in any curricular or extracurricular program of the District.

“School Fees” include but are not limited to:

- Charges for use of property (locks, towels, lab equipment)
- Textbooks, electronic devices, and instructional materials
- Field trips during school hours
- Equipment used in varsity and intramural sports or fine arts programs
- Participation in extracurricular activities
- Required class supplies
- Graduation fees
- School health services
- Driver’s education fees
- Student Activity Pass

Administrative procedure 4:140-AP2 states that the expenses for all items shall be waived to those students who are approved for the waiver. Textbooks and/or electronic devices shall be loaned free of charge to the student approved for waiver. The student will return the textbooks and/or electronic devices upon completion of the course. If textbooks and/or electronic devices are not returned, it is the responsibility of the student and/or parent to pay for these items and fines.

Families who currently qualify to receive free or reduced lunch may be eligible for a fee waiver and must submit a completed waiver application. You may access and complete the waiver application one of two ways:

1) Online Through PowerSchool

See instructions beginning on page 3 of this document for information on applying online.

2) Paper Application

A paper application can be accessed online at:

www.glenbard87.org/financial-aid-school-fees/

You may print, fill out, and mail the completed application with all required income information to Glenbard District 87, Attn: Fee Waiver Processing, 596 Crescent Blvd., Glen Ellyn, IL 60137. Paper copies are available at your student’s school.

District 87’s criteria for the fee waiver program is consistent with the federal guidelines for income and number of family members per household (see table to the right). Evidence required for waiver approval is as follows:

Household Size	Reduced-Price Meals 185% Federal Poverty Guideline				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
For each additional family member, add	8,732	728	364	336	168

- Letter from Department of Human Services (DHS) citing benefits approved for the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) Program. **Link/Medical ID cards cannot be accepted as proof of benefits.**

-OR-

- Verification of total income within the Federal Government Income Eligibility Guidelines (see required documents on next page). Children in foster care may receive a waiver of fees regardless of income.

Household Income includes income from work; unemployment, disability, and social security benefits; child and spousal support; income from rental properties, etc. To verify current income, applicants must provide the following:

- Copy of **two** most current pay stubs or most recent benefit statement(s) for all household members with income*, and
- Copy of the most recent W-2 form(s) for all household members with income*, and
- Copy of **Pages 1 and 2** of the most recent Federal 1040 tax form showing all dependents AND 1040 - Schedule 1 (if applicable). If your household includes others not listed on your 1040 tax form, you must write all household member names on the application, indicate their relationship to you, and include all income information for the additional household members as instructed above.

** If you are self-employed and do not receive pay stubs and/or W2 forms, you may submit a 1099 tax form in lieu of a W2 form. You must submit a record of income and expenses from the business over a recent period of time (e.g. profit/loss record for a period of at least 3 months; copy of Schedule C from your most recent income tax filing, etc.) Families that do not qualify based on the income criteria above may still apply for waivers by submitting the Application for Waiver of Student Fees. If your income is greater than the guidelines indicated on the previous page, your application will be declined. However, eligibility may be determined based on extraordinary circumstances such as those referenced below. **If your income is greater than the guidelines BUT you have extraordinary circumstances to be considered in determining eligibility for a waiver of fees, please attach a letter to your application which explains the situation.***

- Serious illness in the family
- Extraordinary expenses such as fire, flood or storm damage
- Emergency situations

Applications will be reviewed by District Administration. Notification after decision will be made in the form of a letter to the applicant within thirty (30) calendar days of receipt of the request. If your application is denied, the letter shall state the reason for the denial and shall inform the parents of their right to appeal, including the process and timelines for that action.

Parents/Guardians who submit an appeal within thirty (30) calendar days of receipt of denial shall have the right to explain why the waiver should be granted. Appeal shall not be decided by the same person who denied the original application.

If circumstances change during the school year, parents may reapply for the waiver.

****Please note that your application for waiver covers only current year fees.** If you did not apply for or were declined a waiver of fees in prior years, and those fees are still on your student account, those fees will not be waived and will remain the family's responsibility to pay (unless approved using the process described above regarding extraordinary circumstances).

If the waiver request is denied, the Student Account may be placed on the District Installment Payment Plan. The District Installment Payment Plan provides families the option to pay fees over the course of the school year. Families will be required to make timely payments via 1) credit card, 2) ACH debit to a bank account, or 3) Statement Plan, and will be required to keep the account current. Consequences for nonpayment are as follows:

Sophomore, Junior and Senior year – Student may not attend school dances, specifically Homecoming and Prom.

Senior year – Student may not participate in Graduation Ceremonies.

Driver's Education Students – Students enrolled in the Behind the Wheel class must have paid the course fee in full or be consistently making installment payments for the course before course completion record will be forwarded to the Secretary of State to allow student to obtain a driver's license.

iPad Summer Use – Students who owe money at the end of the school year will be allowed to retain their device, however the device will be disabled by the District over the summer until outstanding fees are paid. Note: Students who enroll in summer school and have an unpaid balance will be able to use their device while they are in summer school. (9:010-E2)

Delinquent accounts and Post-Graduation – Unpaid account balances may be transferred to a Collection Agency.

General inquiries regarding fee waivers may be sent to donna_kelly@glenbard.org. If you have technical questions regarding the Waiver of Fees electronic application or signing up for the Installment Payment Plan, please feel free to contact the following for assistance:

Glenbard East and Glenbard South: Damien Baez (630) 942-7744 or email: damien_baez@glenbard.org	Glenbard West and Glenbard North: Ginnie Paoletta-Godinez (630) 942-7745 or email: ginnie_paoletta-godinez@glenbard.org
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Instructions for Completing the Fee Waiver Application Online Through PowerSchool

1. Log into the Parent Portal of PowerSchool and click Student Fees.
2. You will see the names of all your students currently enrolled at Glenbard; select one and scroll to the bottom of the student page.
3. Click Fee Waiver Application.

Read the information in red prior to beginning the application. This is important information which describes what you will be required to submit as part of the application process. Gather those documents before filling out the application.

4. **PART A: Students.**

- a. Once you have gathered the necessary documents, you may begin to fill out Part A of the application. You should fill out the information for each of your students:
 - Name of Students
 - Student School
 - Student ID
 - If student is participating in FALL athletics, click the checkbox provided.
- b. ***If your household currently receives SNAP or TANF benefits AND you have a current letter from DHS showing case number, benefits received and recipient names, you may proceed to Part C of the online application.*** If you do not receive SNAP and TANF benefits, continue with Part B.

5. **Part B: Household Members and Income.** You must complete this section for every member in the household

- a. Enter the name of the first household member and all income information for that household member.
 - If this household member does not receive income, select the checkbox labeled **This household member has NO INCOME.**
 - If this household member has income, enter the dollar amount and frequency received.
 - Earnings from work
 - Earnings from child support, alimony, or public assistance
 - Earnings from pension, social security, or retirement
- b. Continue entering income information for all household members as cited above.
- c. When you have completed income information for all household members, scroll down and type in the number of total household members residing in your home.
- d. Continue with the Attachments section. You must upload documents which show evidence of income for household members as explained on your screen in this section. You will have several documents you will need to upload including Federal 1040 tax form(s), W2 forms for all income earners, and recent paystubs.

Each Add Files button allows you to upload 3 documents. To add more documents, select a new Add Files button and continue on.

- e. When you have completed income information for all household members, scroll down and type in the number of total household members residing in your home.
- f. If you do not receive SNAP or TANF benefits, proceed to part D.

6. **Part C: Department of Human Services (SNAP and TANF)** *Complete this section only if the household is receiving benefits through the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF). If you do not receive SNAP or TANF benefits, proceed to Part D.*
- Enter in your Case ID number.
 - Use the Add Files button above to upload a copy of your benefits letter showing your case number and benefits received.
 - Continue with Part D.
7. **Part D: Attestation.**
- The Parent/Guardian completing the form should type in the following information in the spaces provided:
 - Name of Parent/Guardian
 - Contact Email Address
 - Street Address, City, State, Zip Code
 - Use a mouse to draw your signature.
 - When the form is fully completed, click submit.