



**FEE WAIVER GUIDANCE:
CPS Fee Waiver Application
Office of Teaching and Learning
Decatur Classical School**

September 6, 2016

Dear Parent/Guardian,

As you know, Decatur Classical School assesses a fee every year to cover the costs of our curricular and extracurricular programs. These fees go towards textbooks, instructional materials and field trips among other things. An itemized list of the fees has been approved by the Local School Council and is attached to this letter.

Parents/guardians of students who are STLS, low income, or experiencing extenuating financial circumstances may apply for a waiver of these fees. Parents/guardians qualifying for waiver may still choose to contribute a portion of the annual fee if they have the ability to do so.

If you would like to request a fee waiver, please complete the bottom portion of this form and return it to the school's main office by September 23, 2106. We will consider your application and notify you by letter if it is denied within 30 days.

If you qualify for a fee waiver, the instructional fees on your account will be waived. You may still be responsible for additional charges (such as fines for overdue library books and lost textbooks) or charges for optional items (such as school pictures and yearbooks).

Please feel free to contact me with any questions or concerns.

Sincerely,

Ms. S. Kukielka, Principal

Instructions: Check one of the boxes below and return to the school's main office by September 23, 2016.

1. **I request a waiver** of my student's instructional fees for the 2016-2017 school year on the following basis (check one):
 - Student in Temporary Living Situation
 - Low Income
 - Extenuating Circumstances – provide supporting documentation along with this form

2. **I do not request a waiver** of my student's instructional fees for the 2016-2017 school year

Print Student Name

Student ID

Grade

Print Parent/Guardian Name

Date

