

Fee Waiver Instructions

Please fill out all papers completely.

Please put all students at AFJR on one application.

List all household members not just students on the 2nd page.

Please attach copies of one of the following options:

1 - 3 current pay stubs and current year tax return for everyone listed on application
(where applicable)

or

2 - FNS letter from the State of Utah stating receive food stamps (may be obtained from your case worker or from your mycase account online (24 month report))

or

3 - SSI letter stating student is blind or disabled

or

4 - Letter stating Foster Care under Utah or local government supervision

or

5 - Letter stating Student is in State Custody

This is an application process not a guarantee. Applications cannot be processed without all necessary documentation. Applications are prorated based on when they are received with all necessary documentation.

If you need individual help with this process, you may come to the school between 9 and 3 pm, Monday thru Friday.

Fee Waiver Application(s) will be reviewed in September. Please be aware that fees will show on your account until approval has been determined.

FEE WAIVER APPLICATION (GRADES 7-12)
Please read the School Fees Notice before completing the application!
All information on this application will be kept confidential

SECTION A: STUDENT INFORMATION AND BASIS FOR FEE WAIVER.

Name of student: _____ Student Number: _____

Address: _____

School: _____ Grade level: _____

Name of parent or guardian: _____ Phone number: _____

Please check if applicable: (attach supporting documents for each category that applies)

- _____ Student is eligible based on income verification (See Section D, Page 2 of 2).
- _____ Student receives (SSI)* Supplemental Security Income (QUALIFIED CHILD WITH DISABILITIES).
- _____ Family receives TANF (currently qualified for financial assistance or food stamps).
- _____ Student is in Foster Care (under Utah or local governmental supervision).
- _____ Student is in State Custody.

***Please note: Students who receive Survivor Benefits Do Not Qualify for the SSI category listed above.**

Parents or guardians shall provide income eligibility documentation in the form of income tax returns or current pay stubs demonstrating compliance with requirements consistent with state law and LEA policies and guidelines for all of the above qualifiers.

If none of the above apply but you wish to apply for fee waivers or other help with school fees because of serious financial problems, please state the reasons for the request:

(If you need more space, please continue on the back of this page)

Please check the school fee schedule and list all fees that you wish to have waived. If your student is eligible for fee waivers, all of those fees identified will be waived. **Please note that costs for yearbooks, class rings, letter jackets, school pictures, and similar items are not fees and will not be waived. Students may be required to pay fees for concurrent enrollment or advanced placement courses. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver.**

| Fee Description | Amount | Fee Description | Amount |
|-----------------|--------|-----------------|--------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Please give this application to the Principal, Assistant Principal, or the School Fee Counselor when you have finished filling it out. All fee payments will be suspended until the school has determined if your student is eligible for fee waivers. You will then be given a written notice of that decision. **The school shall require you to present proof of eligibility.** State law requires schools or school districts to require DOCUMENTATION of fee waiver eligibility if parent must "apply for fee waivers." State law also requires that school districts provide alternatives in lieu of fee waivers, "to the fullest extent reasonably possible according to individual circumstances of both fee waiver applicant and school," consistent with local board policies and/or guidelines which may include tutorial assistance to other students, assistance before or after school to teachers and other school personnel on school related matters, and general community or home service. If your student is eligible for a waiver, the school cannot require you to agree to an installment payment plan or sign an IOU in place of a waiver.

I HEREBY CERTIFY THAT THE INFORMATION AND DOCUMENTATION I HAVE PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I ALSO GIVE SCHOOL OFFICIALS PERMISSION TO USE THIS FORM AS A RELEASE TO OBTAIN INFORMATION NECESSARY FOR VERIFICATION OF ELIGIBILITY.

DATE: _____

 PARENT'S OR GUARDIAN'S SIGNATURE

USBE 05/18/18

Section B: INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS (Required for students who do not qualify based on a special category.)

LIST ALL INCOME BEFORE DEDUCTIONS IN THE APPROPRIATE COLUMNS ON SAME LINE AS RECEIVER.

Convert to monthly income: (weekly) multiply by 4.33; (every two weeks) multiply by 26 divide by 12; (twice a month) multiply by 2; and (annually) divide by 12

The last income tax return or the last three pay stubs, or both, if available, of each household member are required to be attached to this form.

| NAME Last | First | M.I. (also known as) | Earnings from work (before deductions) | Pension/Retirement Social Security | Welfare, alimony child support | Other income 2nd job, etc. | Total by Adult Monthly |
|--------------|-------|----------------------------|---|---------------------------------------|-----------------------------------|-------------------------------|---------------------------|
| | | | Job 1 Monthly | Monthly | Monthly | Monthly | Income |
| 1 | | | \$ | \$ | \$ | \$ | \$ |
| 2 | | | \$ | \$ | \$ | \$ | \$ |
| 3 | | | \$ | \$ | \$ | \$ | \$ |
| 4 | | | \$ | \$ | \$ | \$ | \$ |
| 5 | | | \$ | \$ | \$ | \$ | \$ |
| 6 | | | \$ | \$ | \$ | \$ | \$ |
| 7 | | | \$ | \$ | \$ | \$ | \$ |
| 8 | | | \$ | \$ | \$ | \$ | \$ |

Total number of ALL PEOPLE living in household _____

Section C. EXAMPLES OF INCOME

| Earnings from Work | Pension/Retirement Social Security | Welfare, Alimony Child Support | Other Income |
|---|---|--|--|
| Wages, salaries and tips, strike benefits, unemployment comp., workers' comp, net income from self-owned business or farm | Pensions, supplement, security income, retirement payments, Social Security Income (including SSI a child receives) | TANF payments, welfare payments, alimony, and child support payments | Disability benefits; cash withdrawn from savings; interest & dividends; income from estates, trusts, and investments, regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income |

Section D. INCOME ELIGIBILITY GUIDELINES July 1, 2018 to June 30, 2019

| Household Size | Yearly | Monthly | Twice Per Month | Every Two Weeks | Weekly |
|---|--------|---------|-----------------|-----------------|--------|
| 1 | 15,782 | 1,316 | 658 | 607 | 304 |
| 2 | 21,398 | 1,784 | 892 | 823 | 412 |
| 3 | 27,014 | 2,252 | 1,126 | 1,039 | 520 |
| 4 | 32,630 | 2,720 | 1,360 | 1,255 | 628 |
| 5 | 38,246 | 3,188 | 1,594 | 1,471 | 736 |
| 6 | 43,862 | 3,656 | 1,828 | 1,687 | 844 |
| 7 | 49,478 | 4,124 | 2,062 | 1,903 | 952 |
| 8 | 55,094 | 4,592 | 2,296 | 2,119 | 1,060 |
| For each additional family member, add: | 5,616 | 468 | 234 | 216 | 108 |

In lieu of income verification, attach supporting documents to this form for each special category that applies. For TANF (financial assistance or food stamps) attach a letter of decision covering the current period from Workforce Services.

For SSI (QUALIFIED CHILD WITH DISABILITIES), attach the benefit verification letter from Social Security. For State custody or foster care, provide the "youth in custody required intake form" and/or "school enrollment letter" provided by the case worker from DCFS or Juvenile Justice Department.

This form and all supporting documents will be destroyed after the approval process is complete.