

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Waiver of School Fees	
Procedure No. 6152.01-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6152.01 Waiver of School Fees	Last Reviewed: 8/16/2018

1. Background

Describe relevant background to the implementation of the policy.
The Cincinnati City School District shall waive fees assessed by the District only for students whose parent(s) or guardians are unable to afford them.

2. Responsibilities

Title: Treasurer	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> Establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. Complete Section 1 – Student Name, Student ID#, and School Attending and Enclosed/Paid Online dollar amount.
2. Complete Section 2 - Benefits Eligibility Waiver.
 - Checking “Yes” and signing in this box below authorizes the School District to confirm the status of your child’s eligibility with the Food Services Department, Treasurer’s Office, and/or School Office. Do not complete Section 3 of this form. In order to waive fees, you must submit this signed form to the school office where your child attends for verification.
3. Once verification can be determined, student fees will be waived.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

To ensure that students are not unfairly disadvantaged, barriers need to be reduced and opportunities created for students.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.Student Fee Waiver Form	Tool to establish student fee eligibility.	7/26/18

6. Additional Information

Describe any additional information relevant to the implementation of the policy.