

FEE ADJUSTMENT REQUEST APPLICATION

Revised January 2026

This application is available for a parent or guardian to request an adjustment to a fee. To apply for a free adjustment please complete the form and submit the information to the principal of the student's school.

The principal will review the information and will notify the parent or guardian, as well as the appropriate departments, of the decision to wave the fee or not.

Date of Request:	* Complete one form per student
Student First and Last Name:	
Student ID number:	
Parent/Guardian First and Last Name:	
Address:	
City, State, and Zip:	
Phone number:	
Email:	
Request #1	
Reason for Fee	
Amount of Fee	
Adjustment Requested	
Request #2	
Reason for Fee	
Amount of Fee	
Adjustment Requested	
Request #3	
Reason for Fee	
Amount of Fee	
Adjustment Requested	
Parent/Guardian Signature and Date Signed:	

Circle the reason for the adjustment:

- a. Economic hardship – criteria include documentation of qualification for assistance through TANF, SNAP, SSI, Medicaid, or free reduced lunch session.
- b. Foster families
- c. Families that are homeless
- d. Temporary extreme hardship, such as a recent house fire or job loss that substantially changes the family's economic status.
- e. Other – please list: _____

SCHOOL USE ONLY:		Amount(s) to be Adjusted:	
Request #1: _____	#2: _____	#3: _____	
Principal Signature: _____		Date: _____	
Parent/Guardian notification date: _____			
Circle departments notified: IT Finance Library Other: _____			