

Obligation Fee Adjustment Request Form

This application is available for a parent or guardian to request an adjustment to a fee. To apply for a fee 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 waive the fee or not.

Date of Request:	
Student First and Last Name:	
Student ID number:	
School Attending:	
Parent/Guardian First and Last Name:	
Address:	
City, State, and Zip:	
Phone Number:	
Email:	
Amount of fee to be adjusted:	

Circle the reason for the adjustment:

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

SCHOOL USE ONLY:	Approved _____	Denied _____
Principal Signature: _____	Date: _____	
Parent/Guardian notification date: _____		
Circle departments notified:	IT	Finance
	Library	Other: _____