

# Tuition Waiver Breakdown

Purpose- The purpose of the plan is to provide a monetary incentive for parents to become active members in school, church, and fund raising activities.

Waiver-A waiver is given to a parent for participating in approved school functions. A waiver is given to parents for a specific amount and that is used to reduce the outstanding balance.

Minimums-Trinity members may reduce their tuition balance to 0 using activity waivers. Non Trinity members can use up to \$1000 of activity waivers with one child enrolled and \$1500 for more than one child enrolled. The BOCE will use FACTS to determine if any non member family is in need of a higher tuition waiver allowance.

Tuition waivers are categorized into four types: School/Church Duties, Fundraising Activities, Church Attendance, and School Volunteers. The official list of duties and activities and their corresponding waiver amounts will be on attachment: [Waiver Amounts](#)

General Procedure: A tuition waiver is turned in to the office and approved by the principal. The waivers are recorded as a payment. If a grandparent earns a waiver and has grandchildren from multiple families, they must distinguish which family will receive the waiver. Parents are responsible for checking their balances. If there is a grievance on the amount recorded, a grievance can be filed by contacting, in writing, to the building principal. If further action is needed, the parent can continue the grievance by filing the grievance, in writing, to the school board for review at the subsequent board meeting. All initial grievances must be first filed within 30 calendar days from the posting date of the waiver.

Not every and all situations can be predicted. If a situation comes up that should be added to the list, please submit a request, in writing, to the principal. The principal will bring it forth at the subsequent school board meeting.

## Waiver Categories

1. School/Church Service: When the duty period ends or in April for year round duties, the parent fills out a "[School/Church Service Waiver](#)" and turns it into the office. The waiver must be filed by the last day of April. The principal will review the request. If the request is denied, the parent will be informed in writing. Only the parent/legal guardian and/or grandparent can apply for a School/Church Duty Waiver for a student.

2. Fund Raising Activities- Each fundraiser has an "Event Coordinator." The Coordinator must turn in a "[Fundraiser Waiver](#)" which lists all the volunteers and the total time worked in the event. The event coordinator does not include his/her hours. That is included in the waiver amount. The total time is to be rounded to the nearest half hour. The hourly rate is set by the BOCE and can be found on the attachment: [Waiver Amounts](#). The waiver form must be filed within 7 days of event completion by the Event Coordinator to the building principal for approval. Only the parent/legal guardian and/or grandparent can apply for a fundraising waiver for a student.

3. Church Attendance: The "[Church Attendance Waiver](#)" must be filed 4 times per year. The 4 time periods are August 15 to October 31, November 1 to December 31, January 1 to February 28, and March 1 to April 30.

For church attendance, a family will turn in a waiver for each child. Church attendance will be tracked beginning August 15 and ends on April 30. To receive full waiver reduction (\$1000 for 1st child, \$500 for second), a school aged K-8 child must attend worship service with a parent/grandparent (no older siblings or drop offs), weekly 70% of the time from August 15 to April 30. Attendance is taken for church service attendance one session per week. A second child will also have to attend service 70% of the time for the full second child \$500 waiver. A 50% waiver (500/250) can be issued to a child with 50% attendance. A family can only turn in 2 waivers per school year. A family can have one child get a 70% waiver (\$1000) and a 50% waiver (\$250). The waivers must be turned in within 2 weeks at the end of each reporting period. Pastor will approve each quarter's attendance and the office will total the attendance for the 4 reporting periods. Sunday School attendance CANNOT be used for this waiver category. If any quarterly waiver is denied, the parent will receive notice from the office.

4. Classroom/School Volunteers - School volunteers will be able to receive waivers for their work at the rate set by the BOCE. For athletic events, the athletic director will be responsible for tracking and turning in work hours. Classroom volunteers will sign in and sign out in the office as usual procedures and the office manager will apply waiver amounts at the end of October, December, February, and April. Parents/legal guardians and grandparents are eligible to receive waivers. Volunteers must adhere to the volunteer policy in the faculty/staff handbook.