

**STEPS FOR COMPLETING AND SUBMITTING A STUDENT COSTS WAIVER FORM:**

1. Apply for free or reduced lunch by completing the Household Application for Free and Reduced Prices School Meals available through the School Nutrition Department, or on the WBSD website, <https://west-bend.k12.wi.us/District/> on the "PARENTS AND COMMUNITY" tab. Complete and return the application to the School Nutrition Department, Attn: Tom Dembski, 1305 East Decorah Avenue, West Bend, WI, 53095. You will be notified if you qualify for free, reduced or normal pay meals.
2. If you qualify for free or reduced priced meals, you may complete and submit a Student Costs Waiver Form, which is posted on the WBSD website, <https://west-bend.k12.wi.us/District/> on the "PARENTS AND COMMUNITY" tab. **If you do not qualify for free or reduced priced meals, do not submit a Student Costs Waiver Form.** Call 262-335-6193 for payment plan options.
3. **Student Costs Waiver Forms submitted from July 1<sup>st</sup> through October 31<sup>st</sup> are not processed until November 1<sup>st</sup> of the same year.** You will not be notified that your Student Costs Waiver Form has been received. **Please do not submit duplicate Student Costs Waiver Forms and do not submit an 24-25 form for 25-26, it will not be processed.** First invoices go out in November. If you do not receive an invoice, your Student Costs Waiver Form has been processed for 100% reduction of costs. If you receive a partial invoice, your Student Costs Waiver Form has been processed for a 50% reduction in costs. Past due balances from prior years will be reflected on your November invoice. After the start of the new year (July 1<sup>st</sup>), past due balances cannot be waived and will follow your student through high school graduation. If a graduating student leaves with a past due balance and there are siblings still in school, the past due balance will be transferred to the sibling. Students cannot participate in the graduation ceremony or field trips if they have outstanding balances (instructional materials) and meal charges.
4. **PAID TRANSPORTATION**, book fines, parking permits, yearbook, cap and gown costs, technology charges and field trips are **not** covered under the waiver. Talk to your school Principal or Administrative Assistant if you feel you need help paying the fees listed above, except paid transportation. They are handled at the school level. **Paid transportation is not covered under the waiver.**
5. If your income status changes during the year, reapply for free and reduced priced meals. When your new status is confirmed, email, [cringel@wbsd-schools.org](mailto:cringel@wbsd-schools.org) or call 262-335-6193 stating your new status.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**➔ PLEASE TURN OVER - STUDENT COSTS WAIVER FORM ON BACK ➔**



WEST BEND JOINT SCHOOL DISTRICT #1  
STUDENT COSTS WAIVER FORM  
SCHOOL YEAR 2025-26

\*\*\*\*\*DO NOT ATTACH ANYTHING TO THIS FORM\*\*\*\*\*

This form covers requests for a reduction of payment for school materials, athletic costs and school owned musical instruments (see chart below). ALL OTHER COSTS ARE HANDLED AT THE SCHOOL LEVEL.

Provide the following information:

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

HOME EMAIL ADDRESS: \_\_\_\_\_

ONE WAIVER PER FAMILY

Eligibility for costs to be waived 100% or reduced by 50% will be based on the same criteria as used for receiving free or reduced lunch meals.

Student Name (First & Last)	Grade	School	Type of Cost (Instructional Mat'l's, Athletic, etc.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

My child(ren) is (are) approved for: Free Lunch ☐ Reduced Lunch ☐ Neither ☐

**By checking this box ☐**, I give authorization to the School Nutrition Department to share the financial information from my Free and Reduced Meal Application with the Finance Department. **Your waiver cannot be processed without this permission.**

I hereby certify that all of the information furnished above is true and correct to the best of my knowledge.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Please **LEGIBLY PRINT** your name: \_\_\_\_\_

**MAIL APPLICATION TO: EDUCATION SERVICE CENTER, ATTN: CMR,  
735 SOUTH MAIN STREET, WEST BEND, WI 53095, OR USE DROP BOX LOCATED AT THE LOWER EAST  
DOOR OF THE DISTRICT OFFICE BUILDING.**

2025-26 INSTRUCTIONAL FEES Chart

**Elementary (K-4)**

Consumable Instructional Materials . . . . . \$40 **COVERED BY WAIVER**

**Intermediate (5-6)**

Consumable Instructional Materials . . . . . \$60 **COVERED BY WAIVER**

Woodwind/Brass Instrument Rental.....\$160.00 **COVERED BY WAIVER**

**Middle School (7-8)**

Consumable Instructional Materials\* . . . . . \$75 **COVERED BY WAIVER BY WAIVER**

Athletic Fee . . . . . \$65/student **COVERED BY WAIVER**

Woodwind/Brass Instrument Rental.....\$160.00 **COVERED BY WAIVER**

**High School (9-12)**

High School Consumable Instructional Materials\* . . . . . \$100 **COVERED BY WAIVER**

Woodwind/Brass Instrument Rental.....\$160.00 **COVERED BY WAIVER**

WIAA Athletic Fee . . . . . \$150 **COVERED BY WAIVER**

Club Sports Fee.....\$25 **COVERED BY WAIVER**

Parking Permit . . . . . \$125 (tax included) **NOT COVERED BY WAIVER**

\*Includes co-curricular participation and athletic event pass. **Does not include admission to post-season WIAA events.**