

**Immigration Legal Services
Fee Waiver Policy**

The program director will decide all fee waiver and fee reduction requests based on a client's inability to pay ILS fees. Waivers/reductions may be requested in the following ways:

1. Client may write the program director requesting a fee waiver/reduction.
2. Any staff member may complete the "Permission to Waive/Reduce Fees" form and submit it to the program director.

Please attach a letter from a social service agency or shelter if available.

The program director will grant or deny the request. S/he will notify the caseworker of the decision and will give the accounts manager the request with the decision on it for processing the fee waiver/reduction.

PERMISSION TO WAIVE/REDUCE FEES

Permission is requested to waive all or part of the fees for _____
(client number _____) for the following reasons: _____

Please attach a letter from a social service agency or shelter if available.

Amount of fee requested to be waived/reduced: _____

Signed: _____
(Client)

: _____
(Attorney/Paralegal)

Date: _____

Decision:

Request granted: _____

Request denied: _____

Director