



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Department of Student Enrollment Services

AFFIDAVIT

(Informal Kinship Care/Tuition Waiver)

I, _____ the undersigned, am eighteen (18) years old or older and competent to testify to the facts and matters set forth in this application. The child/children are living with me because of the following serious family hardship: (Check each that is applicable)

*(Documentation of the claimed hardship is required. EXAMPLES are on the reverse side of this form).

☐ **INFORMAL KINSHIP**

____ **Death of** ☐ father ☐ mother ☐ legal guardian Month: _____ Year _____
____ **Serious Illness** of father/mother/legal guardian
____ **Substance Abuse** by father/mother/legal guardian
____ **Incarceration** of father/mother/legal guardian
____ **Abandonment** by father/mother/legal guardian
____ **Assignment to active military duty** of child's parent or legal guardian

☐ **TUITION WAIVER**

Please explain the reason for the tuition waiver:

NOTE: Filing for legal guardianship/custody is not an automatic waiver of tuition.

STUDENT INFORMATION

Last Name	First Name	M.I.	Sex (M/F)	DOB	Age	Grade	Student Number
1. _____	_____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____	_____

LAST SCHOOL ATTENDED	ASSIGNED PRINCE GEORGE'S COUNTY SCHOOL (Office Use Only)
_____ Name City State	_____

APPLICANT INFORMATION (Information about the adult applying for informal kinship care)

_____ Last Name	_____ First Name	_____ M.I.	_____ Relationship to Student
_____ Street Address	_____ Apartment Number	_____ Email	
_____ City	_____ State	_____ Zip Code	_____
_____ Home Phone	_____ Work Phone	_____ Cell Phone	

I assumed informal kinship care of this child, 24 hours a day and 7 days a week on _____
(Month/Day/Year)

PARENT INFORMATION. You must record the parent/legal guardian's name and last known home address.

FATHER/LEGAL GUARDIAN (Required)				MOTHER/LEGAL GUARDIAN (Required)			
_____ Last Name		_____ First Name		_____ Last Name		_____ First Name	
_____ (Last Known Home Address)		_____ Apartment Number		_____ (Last Known Home Address)		_____ Apartment Number	
_____ City	_____ State	_____ Zip Code	_____ County	_____ City	_____ State	_____ Zip Code	_____ County

The Superintendent or the Superintendent's designee may verify the facts contained in the foregoing affidavit and conduct an audit on a case-by-case basis after the child has been enrolled in the Prince George's County Public School System. If fraud is found, the child shall be withdrawn immediately.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information, and belief.
Any person who willfully makes a material misrepresentation in the affidavit shall be subject to a penalty payable to the county for three times the pro rata share of tuition for the time the child fraudulently attends a public school in the county.

Signature of Applicant (Month/Day/Year)

Department of Student Enrollment Services

Below are **EXAMPLES** of documents which may support the claimed hardship.

INFORMAL KINSHIP CARE

Death of the birth parent/legal guardian

- Death certificate
- Newspaper obituary/article
- Funeral program

Serious Illness of birth parent/legal guardian

- Doctor's note specifying illness and any limitations in work, self-care, life function and/or care for others
- Hospital/nursing home verification on agency letterhead

Substance Abuse of birth parent/legal guardian

- Substance abuse facility's verification of parent/guardian's residency with them
- Current police report or court document referencing the drug abuse

Incarceration of birth parent/legal guardian who had the most recent care and custody of the child

- Detainment verification from the correctional facility
- Current correspondence from inmate via U.S. Mail (within 30 days)
- Court documentation of incarceration

Abandonment by birth parent/legal guardian

- Child Protective Services or police report indicating the date of the abandonment
- Letter from the Department of Social Services or Child Protective Services

Assignment of birth parent/legal guardian to active military duty

- Military orders indicating the timeframe and/or location of the deployment
- Letter from the Commander about the Active Duty/Deployment status
- Military Guardianship agreement notarized by military official

TUITION WAIVER

Extreme Financial Hardship

- Employee termination letter (current within 30 days)
- Employer hour reduction letter
- Employer lay off letter
- Approval of unemployment benefits
- Eviction Notice
- Bankruptcy Letter

Extreme poor/untenable/unsafe home conditions - (Housing not being able to be occupied)

- Letter from the Leasing Office
- Letter confirming the condemned property
- Documented pattern of physical/sexual abuse of the student

* Other information which supports/documents the hardship of the parent/legal guardian will be considered if provided. The information supplied will be evaluated to determine if the circumstance documented warrants informal kinship care/tuition waiver.

Filing for legal guardianship/custody is **not an automatic waiver of tuition.**
Tuition is not required once guardianship/custody is awarded through the court system.