

Fee Waiver Application

Submission Deadline – March 31, 2024

- Waiver of Fees covers course fees and other mandatory school fees.
- Waiver of Fees does not cover fees related to students attending a School of Choice, non-resident students, supplemental bus, extra-curricular activities, or other fees such as Academies and Open-Air Kindergarten.
- Refer to [AP 464 – Fees](#) for more detailed information
- Complete Section A and B **or** A and C

SECTION A Application Information (Parent, Guardian, Independent Student)	
Last name: _____	First name: _____
Street Address: _____	City: _____
Province: _____	Postal Code: _____
Home phone: _____	Cell phone: _____
Email: _____	
Number of people residing in household: <input type="text"/> Adults <input type="text"/> Children	

Name of Student	School(s) Attending	Grade	Description of Fees to be Waived (school fees, transportation fees, etc)	Fee Amount

SECTION B Confidential Financial Information (if none of the following apply, complete Section C)
<input type="checkbox"/> I have attached a copy of a 2022 Proof of Income Statement from the Canada Revenue Agency for ALL PARENTS as defined by the S47 of the Family Law Act, unless there is a court order. If Proof of Income Statement is not provided for ALL PARENTS, this option will be considered. To obtain a Proof of Income Statement, call the Canadian Revenue Agency 1-800-959-8281.
<input type="checkbox"/> I have attached a copy of a valid Social Services Health Benefits card (must list dependent student(s)).
<input type="checkbox"/> I have attached a copy of my Alberta Works Health benefit card WITH proof of eligibility letter (must list dependent student(s)).

SECTION C Exceptional Circumstances
<input type="checkbox"/> My circumstances are exceptional and I have met the requirements described on page 2 of this form.
<input type="checkbox"/> I certify that the information provided on this application and in any documents attached is correct and complete. I also understand that all financial and other information provided will be held in strictest confidence.

Signature of Applicant	Date
Signature of Principal or Designate	Date
Signature of Associate Superintendent Corporate Services	Date

Final decision rests with the Associate Superintendent, Corporate Services.

Sign and return the completed application form and supporting document(s) to your school.

It is important to note: Until you have been notified that your request for a waiver has been approved, you are liable for your assessed fees. It is our goal to process waiver of fees applications within 3 weeks of their receipt. If you submitted a waiver of fees application and have not heard back within this time frame, please contact our office.

The following chart of family income levels outlines how the waiver of fees will be determined for the 2023-2024 school year. Statistics Canada information is used as a guideline.

Number in Family	100% Waiver	50% Waiver
1 Person	<\$25,811	\$25,811 - \$34,328
2 Persons	<\$31,781	\$31,781 - \$42,269
3 Persons	<\$39,070	\$39,070 - \$51,963
4 Persons	<\$47,438	\$47,438 - \$63,092
5 Persons	<\$53,803	\$53,803 - \$71,558
6 Persons	<\$60,682	\$60,682 - \$80,707
7 or more Persons	<\$67,560	\$67,560- \$89,855

Exceptional Circumstances

For fees to be waived based on exceptional circumstances, the following are required:

1. A detailed letter explaining your circumstances.
2. Documents that provide proof of your exceptional circumstance, such as:
 - 2.1. Photocopy of your current report card and a cheque stub for Employment Insurance Benefits (Name and amount received must be visible).
 - 2.2. Letter from your present employer stating your current gross income.
 - 2.3. Letter from the school/university you are attending fulltime or a photocopy of your student loan.
 - 2.4. A current statement from Social Services certifying that the applicant is on social assistance and the student(s) is/are dependent(s) of the applicant.
 - 2.5. Resettlement assistance program documents.
3. Signature of the school principal. If multiple students are listed on the form only one signature is needed.