



# Application for Waiver of Fees

MIDDLE AND HIGH SCHOOL STUDENTS 2011-2012

DEADLINE FOR APPLICATIONS DECEMBER 2, 2011

OFFICE USE ONLY

o/s    fms

nw    rpt

## PLEASE READ BOTH SIDES PRIOR TO FILLING OUT FORM:

- 1) Waiver covers the following: Instructional Materials Fees, Course Fees and Textbook Rentals
- 2) WAIVER DOES NOT COVER: Outreach Refundable 25% Deposit, Gateway Christian Alternative Fee, Transportation
- 3) Incomplete forms or forms without supporting documents will be returned
- 4) Waivers will not be approved if any students in the family have books outstanding from previous years. All books must be returned or paid for before the fee waiver will be considered
- 5) Any 2011-2012 School Fees that you have paid will be refunded at your request to the school upon approval of this waiver form
- 6) Complete Section **A** and EITHER **B** or **C** and forward to the school or the address indicated on the back of this form

SECTION A: PARENT/GUARDIAN			
Last Name	First Name		
Street Address	City	Province	Postal Code
Home Telephone No		Business Telephone No.	
Number of people residing in household: No. adults _____ No. children _____			
Name of Student(s)	School(s) Attending		

**SECTION B: CONFIDENTIAL FINANCIAL INFORMATION (Do Not Send Notice of Assessment)**  
Please choose from ONE of the options below. Use Section C if choosing neither option.

- I have attached a copy of a **2010 OPTION C FORM** for ALL adults in the household. Option C's may be obtained at no charge by calling Revenue Canada at **1-800-959-8281**. Please do not send Notice of Assessment
- I have attached a copy of an August or later Social Services Health benefits card (**must list the students as your dependants**)

**SECTION C: EXCEPTIONAL CIRCUMSTANCES (more information on the back)**

- My circumstances are exceptional and I have provided the necessary documents.  
**(Please refer to the back of this form on how to apply for exceptional circumstances.)**

*I certify the information provided on this application and in any documents attached is correct and complete. I also understand financial and other information provided above is confidential.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's signature for exceptional circumstances only

## EXCEPTIONAL CIRCUMSTANCES

Check **Section C** on front if there are exceptional circumstances that are affecting your ability to pay your fee(s). In order to be considered for exceptional circumstances all of the following criteria must be met:

- 1) Provide a detailed letter explaining your circumstances
- 2) Attach supporting documents that substantiate your claim such as the following:
  - Photocopies of your current reporting card and cheque stub for Employment Insurance Benefits (name and amount received must be visible)
  - Letter from your present employer stating your current gross income
  - Letter from school/university you are attending full time or a photocopy of your student loan
  - 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
  - Resettlement assistance program documents
- 3) Waiver must also be signed by Principal(s) of your child(ren)'s school(s)
- 4) Final decision rests with the Associate Superintendent, Business Services

---

The following chart of family income levels outlines how the waiver of fees will be determined for the 2011-2012 school year

<u># of Adults and Children Per Household</u>	<u>100% Waiver</u>	<u>50% Waiver</u>
1 person	<\$19,250	\$19,250 - \$25,666
2 persons	<\$23,964	\$23,964 - \$30,380
3 persons	<\$29,460	\$29,460 - \$35,876
4 persons	<\$35,769	\$35,769 - \$42,185
5 persons	<\$40,569	\$40,569 - \$46,985
6 persons	<\$45,755	\$45,755 - \$52,171
7 or more persons	<\$50,941	\$50,941 - \$57,359

Statistics Canada information used as a guideline

---

Sign and mail the completed application form with supporting document(s) to:

**Red Deer Public School District No. 104**  
**Associate Superintendent, Business Services**  
**4747 – 53rd Street**  
**Red Deer, Alberta T4N 2E6**

<b>Mark “CONFIDENTIAL” on the envelope</b>
--

---

\*\*You are liable for your school fees until which time you have been notified by our office with an approval notification. It is our goal to process your fee waiver within 3 weeks of the receipt date. If you have submitted a fee waiver and have not heard back with a reasonable time frame please contact our office at 403-343-1405.