



Application for Waiver of School Fees

Middle and High School Students 2016-17

****APPLICATION DEADLINE: DECEMBER 16, 2016****

Please read and complete the entire application, and submit to your school principal for approval.

Submit ONE Fee Waiver per family

1. WAIVER COVERS: Instructional Materials Fees, Course Fees and Textbook Rentals
2. WAIVER DOES NOT COVER: Band, Lockers, Yearbooks or other misc. charges, Outreach Refundable \$50.00 Deposit, or Gateway Alternative Fee
3. 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 can be approved
4. Any 2016-2017 School Fees that you have paid will be refunded at your request to the school upon approval of this waiver form.

SECTION A: PARENT/GUARDIAN			
Last Name		First Name	
Street Address	City	Province	Postal Code
Email address	Home Phone	Cell Phone	

Last Name of Children	First Name of Children	Attending School(s)

SECTION B: SCHOOL FEE WAIVER REQUEST
Please include a brief explanation outlining the circumstances supporting your request to have your School Fees waived for the 2016-2017 school year. <u>You may be asked to provide additional financial information.</u>
<input type="checkbox"/> I certify the information provided on this application above is correct and complete. I also understand that all information provided above is confidential.

Parent/Guardian Signature

Date

SECTION C: ADMINSTRATOR APPROVAL

- Having reviewed the application above I hereby approve 100% of the School Fee Waiver Request.
- Having reviewed the application above I hereby approve 50% of the School Fee Waiver Request.
- Having reviewed the application above I hereby deny the School Fee Waiver Request.

OFFICE USE ONLY
<input type="checkbox"/> O/S <input type="checkbox"/> P/S
<input type="checkbox"/> NW <input type="checkbox"/> RPT

Principal (Print Name)

Signature

Date

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Checklist for completing 2016-17 Waiver Application

Read the information section below.

Fill out Section A: parent/guardian and student information section.

Fill out Section B: school fee waiver request

Provide financial information, if requested

Sign and date the application.

Place this form and attached documents into an envelope, marked “Confidential – Waiver Form” on the envelope.

Submit application to your school principal for review & signature.

School will send signed application to the accounting department at Central Services for final review.

Information Regarding Waiver Application

- Complete only one application form per family, listing all names of your children attending RDPSD schools.
- It is recommended you submit your application as soon as possible, only complete waiver applications will be processed.
- Application for Waiver of Fee forms must be completed annually. Forms are available at the schools and on the RDPSD website (<http://www.rdpsd.ab.ca/documents/general/Feewaiver.pdf>).
- If you have any questions, please phone or attend the office of your child’s school.

Terms and Conditions

The Parent/Guardian promises to pay the appropriate annual school fees should this waiver be denied.

The Parent/Guardian agrees that if a cheque is dishonored for any reason, the Parent/Guardian shall be liable to pay to RDPSD on demand, an NSF fee, in addition to the school fees.

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CONFIDENTIAL FINANCIAL INFORMATION

Please choose one of the following if additional information is required to finalize a decision:

Request a copy for **ALL** adults in the household a **2015 Canada Revenue Agency – notice of assessment or reassessment**. A notice of assessment can be obtained by:

- Contacting the Canada Revenue Agency at **1-800-959-8281**
- <http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/nsm-tx/ssmnt-eng.html>

Access the notice of assessment or reassessment electronically:

•By using My Account to view and to print the notices of assessment and reassessment. They can also view and print detailed summaries of notices of assessment or reassessment issued between 2005 and 2015.

If they Receive assistance from Provincial Social Services

Attach a photocopy of one of the following:

- A currently dated Social Services Benefit Card showing applicant's & student(s) names

OR

- A current letter from Social Services verifying they are in receipt of assistance & the children listed are covered as their dependents

If they are low income but not on Provincial Social Services

Take a photocopy of one of the following:

- The Alberta Child Health Benefit card and the letter of confirmation of renewal for the current year

OR

- A copy of their current Alberta Adult Health Benefit card with all children's names and card expiry date year

Note: Low-income families who receive Health Benefits from other companies can still receive coverage through Alberta Works Child Health Benefits at no charge

If they are Government Sponsored Conventional Refugees

Attach a photocopy of both of the following:

- Parent(s) "Confirmation of Residency" papers indicating Conventional Refugee and a current Citizenship & Immigration cheque stub

AND

- Copy of current dated Interim Federal Health Certificate of Eligibility for applicant and children

If they are an Independent Student:

Attach a photocopy of the following:

- A recent pay stub AND a receipt for rent or a letter from your landlord indicating you are paying rent

OR

- A letter from your school principal confirming you are an independent student living away from home.

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The following chart of family income levels outlines how the waiver of fees will be determined for the 2016-2017 school year, if the Principal requires the “notice of assessment” when determining if the fees are to be waived.

<u># of Adults and Children Per Household</u>	<u>100% Waiver</u>	<u>50% Waiver</u>
1 person	<\$21,237	\$21,237 - \$28,316
2 persons	<\$26,437	\$26,437 - \$35,250
3 persons	<\$32,502	\$32,502 - \$43,335
4 persons	<\$39,462	\$39,462 - \$52,616
5 persons	<\$44,756	\$44,756 - \$59,675
6 persons	<\$50,479	\$50,479 - \$67,305
7 or more persons	<\$56,201	\$56,201 - \$74,934

Statistics Canada information used as a guideline