



REQUEST TO WAIVE INDIVIDUAL STUDENT SCHOOL FEES

(** PLEASE COMPLETE ONE FORM PER STUDENT **)

All information provided on this form is strictly confidential.

About School Fees

Schools and school jurisdictions in Alberta are permitted to assess students for textbook rentals, services, and school supplies provided to the student. Fees may not be assessed for any other purpose, and the school must document that all fees are used appropriately.

School fees are due in full at the beginning of the school year. If payment in full is not possible at this time, the school can accommodate payment plans to suit all circumstances.

In cases of extreme economic hardship, parents may not be able to pay the school fee in September and have no reasonable expectation of being able to make payments later during the year. In such cases, the School Administration may be able to petition for a waiver of school fees.

Please complete either A or B to verify your financial situation.

A) Please attach a photocopy of one (1) of the following Government or Proof of Income documents:

- Alberta Works Child Health Benefits Letter
- AISH
- Income Support
- Subsidized housing
- Canada Child Tax Benefit Notice (first page)
- Three consecutive Pay Stubs of all working adults in the home
- Notice of Assessment for most recent tax year (for each adult living in the home). If you do not have a copy of your Notice of Assessment, it can be obtained by calling 1-800-959-8281.
- Bankruptcy Form

B) Endorser Statement and Signature

The endorser acts as an objective third party who is familiar with the family and in a professional position to assess the financial barriers facing the family.

Check one of the following:

- professional from a social agency/social worker,
teacher,
principal,
police officer,
lawyer,
member of clergy



Name: _____

Organization: _____

Position: _____

Phone Number: _____

Email: _____

I verify that the family of this applicant has financial need such that they will not be able to pay schools fees of \$_____ for this year.

Signature: _____

Date: _____

Parent Statement of Understanding

I understand the following –

- If my financial situation improves to where I am able to make partial or full payments on my school fees, I will do so.
- My child may be unable to participate in non-curricular school sponsored events this year.

Name of Child/Children: _____

Name of Parent/Guardian: _____

Date

Signature of Parent/Guardian



REQUEST TO WAIVE INDIVIDUAL TEXTBOOK AND TECHNOLOGY FEES

(PLEASE COMPLETE ONE FORM PER STUDENT **)**

SCHOOL NAME: _____

PRINCIPAL NAME: _____

GRADE LEVEL OF STUDENT (please circle): 1-6 7-9 10-12

FEES WAIVED:

TEXTBOOK FEE: Y or N **AMOUNT:** \$ _____

TECHNOLOGY FEE: Y or N **AMOUNT:** \$ _____

REASON FOR WAIVING FEES (please circle):

1. FINANCIAL HARDSHIP
2. OTHER (please provide a brief reason if the reason is not financial hardship)

DOCUMENTS ON FILE SUPPORTING WAIVING THE FEES (please circle): Y or N

(No documents are required to be submitted)

PRINCIPAL'S SIGNATURE: _____

DATE: _____

CENTRAL OFFICE USE ONLY

WAIVER OF TEXTBOOK AND TECHNOLOGY FEES APPROVED: Y or N

AMOUNT OF FEES WAIVED: TEXTBOOK FEES: \$ _____ **TECHNOLOGY FEES:** \$ _____

ACCOUNT TEXTBOOK FEES ALLOCATED TO: _____ (school budget account)

ACCOUNT TECHNOLOGY FEES ALLOCATED TO: _____ (tech budget account)
