

**Schedule 522C: APPLICATION FOR WAIVER OF FEES**

**Application Deadline – March 31, 2022**

- Waiver of fees covers course fees and other mandatory school fees.
- Waiver of fees does not cover fees related to transportation charges for students attending a school other than their designated school (cross attendance fee), alternate seats, students attending a private school, extra-curricular activities or other fees such as Nature Kindergarten, Full time Kindergarten or Early Education fees.
- Complete Section A and B or C.

Section A: Applicant Information (Parent/Guardian or Independent Student)			
LAST NAME		FIRST NAME	
STREET ADDRESS		CITY	PROVINCE
CODE		POSTAL	
HOME TELEPHONE NO.	BUSINESS TELEPHONE NO.	EMAIL ADDRESS	
Number of people residing in household: No. Adults _____ No. Children _____			

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

**Section B: Confidential Financial Information (If none of the following apply please complete Section C:)**

- I have attached a copy of a 2020 Proof of Income Statement from The Canada Revenue Agency **FOR ALL PARENTS** as defined by 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 not be considered.** To obtain a Proof of Income Statement, call the Canadian Revenue Agency at 1-800-959-8281. **PLEASE DO NOT SEND NOTICE OF ASSESSMENT.**
- I have attached a copy of a valid Social Services Health Benefits card (must list dependent student(s)).
- I have attached a copy of my Alberta Works Health benefit card WITH proof of eligibility letter (must list dependent student(s)).
- I am an independent student and have attached the Declaration of Independence form signed by the school counsellor.

**Section C: Exceptional Circumstances**

- My circumstances are exceptional and I have met the requirements described on page 2 of this form.

I certify 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 is confidential.

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Signature of Applicant

Date

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Signature of Principal or Designate

Date

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Signature of Associate Superintendent Corporate Supports and Services or Designate

Date

The following chart of family income levels outlines how the waiver of fees will be determined for the 2021-2022 school year. Statistics Canada information is used as a guideline.

# in Family <sup>1</sup>	100% Waiver	50% Waiver
1 Person	<\$23,506	\$23,506- \$31,263
2 Persons	<\$28,944	\$28,944- \$38,495
3 Persons	<\$35,581	\$35,581- \$47,323
4 Persons	<\$43,202	\$43,202- \$57,459
5 Persons	<\$48,999	\$48,999- \$65,169
6 Persons	<\$55,264	\$55,264- \$73,501
7 or more Persons	<\$61,527	\$61,527- \$81,831

### 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 student(s) school principal. If multiple students are listed on the form only one signature is needed.

### Final decision rests with the Associate Superintendent, Corporate Supports and Services

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

Centre for Education  
 Associate Superintendent, Corporate Supports and Services  
 4603-48 Street  
 Stony Plain, AB T7Z 2A8

Please mark "CONFIDENTIAL – WAIVER" on the envelope.

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.

Phone: 780-963-4010

Toll Free: 1-800-282-3997 (only in Alberta)

Fax: 780-963-4169

Email: [payments@psd70.ab.ca](mailto:payments@psd70.ab.ca)

<sup>1</sup> This must include ALL parents/guardians as defined by S47 of the Family Law Act regardless of location of accommodation.