

AP 464: Fees - Exhibit 2 - Fee Waiver Application

To support parents who encounter financial hardship, the division can reduce fees as outlined in [Administrative Procedure 464 - Fees](#) . When completing the form:

- Both Section A and Section B must be completed and submitted with supporting documentation to be reviewed.
- Waiver of Fees does not cover fees related to students Ineligible Rider, Non-Resident Rider, Supplemental Bus, extra-curricular activities (including Sports Fees), or other fees such as Academies, Textbook/Library Fines, Summer Schools, and Options. Some Special program fees may not be waived at the discretion of the principal.
- Completed Fee Waiver form and supporting documents should be forwarded to the Principal of the student's school

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

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

_____ Signature of Applicant	_____ Date
_____ Signature of Principal or Transportation Manager	_____ Date
_____ Signature of Associate Superintendent Corporate Services	_____ Date

SECTION B Confidential Financial Information (Please Check One)

<input type="checkbox"/>	I have attached a copy of a 2024 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 not be considered. To obtain a Proof of Income Statement, call the Canada 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)).
<input type="checkbox"/>	I have attached a cheque stub for Employment Insurance Benefits (Name and amount received must be visible)

Instructions

Please complete both section A and B, sign and submit the completed application form with supporting document(s) to your school if school fees are being waived. If transportation fees are included with school fees, the school will submit to Corporate Services once reviewed.

If students from multiple schools are listed on the form signatures are required from both school principals.

If **only** Transportation Fees are being requested to be waived, please submit the completed form to SPSDtransportation@sturgeon.ab.ca

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.

Fee Waiver Income Guidelines

The following chart from Statistic Canada of family income levels will be used to determine fee waivers.

Number in Family	100% Waiver	50% Waiver
1 Person	<\$27,436	\$27,436- \$36,489
2 Persons	<\$33,782	\$33,782- \$44,930
3 Persons	<\$41,530	\$41,530- \$55,235
4 Persons	<\$50,424	\$50,424- \$67,064
5 Persons	<\$57,191	\$57,191- \$76,064
6 Persons	<\$64,503	\$64,503- \$85,788
7 or more Persons	<\$71,813	\$71,813- \$95,512

The personal information collected on this form will be used to respond to your request. This collection is under the authorized section 4 (c) of the *Protection of Privacy Act*. For questions about the collection of personal information, contact the Access to Information Coordinator of the Sturgeon Public School Division at 780-939-4341.