



**PLEASE NOTE IMPORTANT INFORMATION ON THE SECOND PAGE OF THIS FORM.**

**SECTION A: FAMILY INFORMATION**

<b>Parent/Guardian 1</b>				
Last Name		First Name		
Street Address		City	Province	Postal Code
Home Telephone	Mobile or Alternate Telephone		Email	
<b>Parent/Guardian 2</b>				
Last Name		First Name		
Street Address		City	Province	Postal Code
Home Telephone	Mobile or alternate Telephone		Email	
<b>Number of people residing in the household:      Adults _____      Children _____</b>				
<b>Please include the names of all current EIPS students living with the parent(s)/guardian(s) above</b>				
Last Name	First Name	Name of School for 2017-2018	Grade	Busing?
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N

**SECTION B: CONFIDENTIAL FINANCIAL INFORMATION (Please choose one of the following.)**

- I have attached a copy of the 2016 Option C Form or Notice of Assessment for **ALL** adults in the household (do not provide copies of income tax return forms). **OR**
- I have attached a copy of a current Social Services Health Benefits card, which lists the above students as my dependents. **OR**
- I have attached a copy of my Alberta Works Health Benefit card with letter of confirmation of renewal for the current year, which lists the above students as my dependents.

**SECTION C: EXCEPTIONAL CIRCUMSTANCES (Optional)**

- I/we have attached a detailed letter explaining my/our exceptional circumstances. The following documentation to support my/our claim is attached (**Supporting documentation must be provided for all adults residing in the home.** Check all that apply.)
  - Photocopies of Employment Insurance Current Claim information, reporting cards and cheque stubs
  - Letter from my present employer verifying my current gross income
  - Proof of full-time enrollment at my school/university that I am currently attending

**SECTION D: PERMISSION TO EMAIL**

- YES, Elk Island Public Schools can email me with respect to this application.

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

Signature (Parent/Guardian 1)	Date
Signature (Parent/Guardian 2)	Date



IMPORTANT INFORMATION

- 1. Copies of required documentation must be submitted in order for your application to be considered. Only complete waiver applications will be processed.
2. Application only needs to be completed once. If you completed the application for transportation fees, it will also apply for school fees.
3. Freedom of Information and Protection of Privacy – Notification of Use: The information collected on this form is for the purpose of processing this Application for Waiver of Fees. This personal information is collected pursuant to the provisions of the FOIP Act, section 33(c). If you have any questions about the collection and use of the information, please contact Elk Island Public Schools’ FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2, phone: 780-417-8204.
4. The deadline for receipt of this application for:

Waiver of Transportation Fees: August 30, 2017
Waiver of School Fees: December 15, 2017 (for August 30, 2017 registrants)

No applications will be accepted after these dates. Busing will not be available until fees are paid or waived.

- 5. Waiver covers transportation fees for payride busing (less than 2.4 km from designated school), noon hour supervision fees, student council fees, student agendas, lock and locker rentals.
6. Waivers do not cover choice busing fees, non-resident fees, course fees, extra-curricular fees, field trip fees, etc.
7. Waiver will not be approved if any student has books outstanding from previous years. All books must be returned or paid for before approval.
8. Submit ONE application per family.
9. Mail the signed and completed application form with supporting documents, marked CONFIDENTIAL, to:

Elk Island Public Schools
Attention: Treasurer
683 Wye Road
Sherwood Park, AB T8B 1N2
Email: finance.dept@eips.ca

- 10. You are responsible for your fees until such time as you have received approval notification from our office. It is our goal to process the Waiver of Fees within three (3) weeks of receiving your application. If you have not heard from our office within a reasonable period of time, please contact us at (780) 417-8200.
11. Fees will not be waived for adult students.

The following chart of family income levels outlines how the waiver of fees will be determined for the 2017-2018 School Year.

Table with 3 columns: Number of adults and children per household, 100% Waiver, 50% Waiver. Rows include 1 person, 2 people, 3 people, 4 people, 5 people, 6 people, 7 or more people.

Statistics Canada information used as a guideline