



**APPLICATION FOR WAIVER OF FEES
FOR AN INDEPENDENT STUDENT (2017-18)**

Form 505-3
AP 505 School and Administrative Fees

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

Independent Student: The School Act defines an independent student as someone who is (i) 18 years of age or older, or, (ii) 16 years of age or older, and (a) who is living independently, or, (b) who is party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act. An Independent Student is younger than 19 years of age as of September 1.

SECTION A: INFORMATION

Independent Student			
Last Name		First Name	
Street Address		City	Province
Home Telephone		Business Telephone	Email
School Name			
Names of Adults residing with the Independent Student		Relationship (Family/Friend)	
Number of people residing in the household			
Adults		Children	

SECTION B: CONFIDENTIAL FINANCIAL INFORMATION (Must be completed – 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 (only if family), **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.

SECTION C: EXCEPTIONAL CIRCUMSTANCES (Optional)

- I have attached a detailed letter explaining my exceptional circumstances. The following documentation to support my 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: PROOF OF INDEPENDENCE

- I have attached a copy of my lease or utility bill (such as gas and power bill, but not a phone bill) in my name.

SECTION E: 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 (Independent Student)	Date
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IMPORTANT INFORMATION

- Copies of required documentation must be submitted in order for your application to be considered. Only complete waiver applications will be processed.**
- Application only needs to be completed once. If you completed the application for transportation fees, it will also apply for school fees.
- 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: 780-464-3477.
- 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.

- Waiver covers transportation fees for payride busing to the student’s designated school (less than 2.4 km from designated school), noon hour supervision fees, student council fees, student agendas, lock and locker rentals.
- Waivers do not cover choice busing fees, non-resident fees, course fees, extra-curricular fees, field trip fees, etc.
- Waiver will not be approved if any student has books outstanding from previous years. All books must be returned or paid for before approval.
- Submit ONE application per family.
- 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

- 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.
- 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.

Number of adults and children per household	100% Waiver	50% Waiver
1 person	<\$21,960	\$21,960 - \$29,207
2 people	<\$27,337	\$27,337 - \$31,040
3 people	<\$33,607	\$33,607 - \$44,699
4 people	<\$40,805	\$40,805 - \$54,272
5 people	<\$46,281	\$46,281 - \$61,555
6 people	<\$52,198	\$52,198 - \$69,423
7 or more people	<\$58,114	\$58,114 - \$77,293

Statistics Canada information used as a guideline