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SECTION A: FAMILY INFORMATION

Form with fields: Applicant (Parent/Guardian/Independent Student), Surname, First name, Primary phone, Address, Secondary phone, City, Postal Code, Email, Number of people residing in the home (Adults, Children).

Table with 5 columns: Surname, First Name (preferred), 2020-21 School, Grade, Busing. Includes rows for listing EIPS students living with the applicant.

SECTION B: SUPPORTING DOCUMENTATION (Required for ALL adults in the household)

- 2019 Proof of Income statement or Notice of Assessment from CRA (DO NOT provide tax return forms); OR
Alberta Works Health Benefit card and letter of confirmation/renewal for the current year, which lists the students as your dependents; OR
Social Services Health Benefits card for the current month, which lists the above students as your dependents; OR
Independent Student Declaration signed by the Principal; OR
Write a letter explaining your extenuating circumstances. You must also provide documentation to support your claim. For example:
- Letter from your present employer(s) verifying current gross income
- Disability payment information from your insurer
- Employment Insurance current claim information from Service Canada showing the start and end date of your claim and benefit rate
- Proof of full-time enrolment for the fall and winter sessions at a post-secondary school/university

SECTION C: PERMISSION TO EMAIL

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

I CERTIFY the information provided in 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/Applicant) Date

Internal use section with fields: Transportation Fees (Eligible, Ineligible Designated, Ineligible Non-Designated, Supplemental, N/A), Notes, Approval (50%, 100%, Does not qualify), Reviewer, Approver.



IMPORTANT INFORMATION

- 1. Final application deadline is Dec. 15, 2020, or if new to EIPS, the later of Dec. 15, 2020 or 45 days of registration. No applications will be accepted after this time. An extension will be granted for students transitioning from the Out-of-School Learning Program to in-class learning.
2. Busing will not be available until fees are paid or waived. Note, it may take up to three weeks for your application to be processed.
3. Waiver covers transportation fees for students attending their designated school, supplemental bus fee, lunch supervision fees and student council fees.
4. Waivers do not cover transportation fees for students attending a non-designated school or who are non-resident, Alberta non-resident and international student tuitions, optional course fees, activity fees (i.e. field trips), extracurricular fees, non-curricular goods and services, and non-curricular travel.

Please talk to the School Principal(s) to discuss payment plan options if you are unable to pay the full amount of these fees when due. If you wish to access the payment plan for transportation fees, information is available on the website or by contacting Student Transportation at 780-417-8151.

- 5. Waivers will not be approved if a student has books outstanding from previous years. All books must be returned or paid.
6. Submit ONE application per family. If you completed the application for transportation fees, it will also apply for school fees.
7. Supporting documentation must be submitted with your application and must be a copy of the true document. Screen shots or partial photos will not be accepted. Incomplete applications will delay processing and may be denied. Review your application carefully before you submit.

Submit once:

- a) Email PDF file(s) to fees@eips.ca
b) Hand deliver in a sealed envelope to any EIPS school office addressed to the Secretary-Treasurer (CONFIDENTIAL)
c) Hand deliver or mail to:
Elk Island Public Schools
Attention: Secretary-Treasurer (CONFIDENTIAL)
683 Wye Road, Sherwood Park, AB T8B 1N2

Due to FOIP requirements, we are not able to accommodate fax submissions.

- 8. 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, please contact us at 780-417-8200.
9. 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 EIPS' FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2, phone: 780-464-3477.

The following chart of family income levels outlines how the waiver of fees will be determined for the 2020-21 school year.

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

Statistics Canada information used as a guideline