

### **IMPORTANT INFORMATION – PLEASE READ**

1. If qualified, waivers cover:
  - *Eligible* transportation fees for students who meet the funding eligibility criteria as per Alberta Education;
  - Lunch supervision fees; and
  - Student council fees.
2. Waivers do not cover:
  - *Ineligible* transportation fees for students who do not meet the funding eligibility criteria as per Alberta Education;
  - Additional bus for students requiring a different bus route;
  - Activity/field trip fees;
  - Optional course fees;
  - Extracurricular fees;
  - Non-curricular goods, services and travel; and
  - Alberta non-resident and international student fees.
3. For fees not covered by the waiver, or if your household does not qualify:
  - for transportation fees, a payment plan application may be completed if your transportation fees exceed \$300. Click [HERE](#) for information on the payment plan application; and
  - contact your school principals to discuss options if you are unable to pay the full amount of school fees when due.
4. Busing will not be available until fees are paid or waived. Apply early to avoid delays as it may take up to three weeks to process your application.
5. You are responsible for all fees until you have received approval notification from our office.
6. The following chart of family income levels outlines how the waiver of fees will be determined for the 2025-26 school year. Statistics Canada information is used as the guideline.

| # per household  | 100% Waiver | 50% Waiver          |
|------------------|-------------|---------------------|
| 2 people         | < \$33,684  | \$33,685 - \$44,800 |
| 3 people         | < \$41,410  | \$41,411 - \$55,076 |
| 4 people         | < \$50,279  | \$50,280 - \$66,871 |
| 5 people         | < \$57,026  | \$57,027 - \$75,844 |
| 6 people         | < \$64,316  | \$64,317 - \$85,540 |
| 7 or more people | < \$71,606  | \$71,607 - \$95,236 |

7. Supporting documentation must be included with your submission. Incomplete submissions will be returned for completion.
 

Your proof of income statement can be found online through your CRA Account.

**Online:** Login to [CRA My Account](#) and select [Proof of income statement](#) from the [Tax returns](#) tab. [Print/Save PDF](#).

**Phone:** Call 1-800-267-6999 to request a copy be mailed to you.
8. We will verify the information you provide us with the information in PowerSchool. Your application may be delayed if there are discrepancies. Ensure your information is always up to date by contacting your children's schools.
9. The application deadline is Dec. 15, 2025. If you arrive to EIPS after the start of the school year, you have 45 days from the date of registration to apply for the waiver. No applications will be accepted after this time.
10. A) Email your application to [fees@eips.ca](mailto:fees@eips.ca) OR  
 B) Deliver to: Secretary-Treasurer (CONFIDENTIAL)  
 Elk Island Public Schools Central Services  
 683 Wye Road, Sherwood Park, AB T8B 1N2
 

\*Due to privacy concerns, we are not able to accommodate fax submissions.
11. A letter of confirmation will be emailed to you within three weeks. If you have not received a response, check your junk email or call Financial Services at 780-417-8200.



# APPLICATION FOR WAIVER OF FEES (2025-26)

Form 505-1

AP 505 School and Administrative Fees

The personal information collected on this form is for the purpose of determining your eligibility for a waiver of fees. If you choose to apply, the personal information you provide will then be used and disclosed in the application process for eligibility verification. The collection of this information is authorized under the Protection of Privacy Act, section 4(c). It is used and disclosed in accordance with the Protection of Privacy Act, sections 4, 5, 10, 12, 13 and 14. The information provided will also be entered into automated systems to assist with program and service delivery decisions and support Division planning. If you have any questions about the collection, use or disclosure of the information, contact Elk Island Public Schools' Privacy Officer—683 Wye Rd., Sherwood Park, AB T8B 1N2 780-464-3477—or your school's principal.

## SECTION A: APPLICANT'S INFORMATION

| Applicant (Parent/Guardian/Independent Student) |                      |                      |  |
|---|----------------------|----------------------|--|
| Surname   | First name           | Primary phone        |  |
| <input type="text"/>                            | <input type="text"/> | <input type="text"/> |  |
| Address   |                      | City                 |  |
| <input type="text"/>                            |                      | <input type="text"/> |  |
| Postal Code                                     | Email                |                      |  |
| <input type="text"/>                            | <input type="text"/> |                      |  |
| Number of people residing in the home:          | Adults               | Children             |  |
|   | <input type="text"/> | <input type="text"/> |  |

| List the names of EIPS students living with the applicant |                      |                                       |                      |  |
|---|----------------------|---------------------------------------|----------------------|--|
| Surname   | First Name           | What school is the student attending? | Grade                | Is Busing Used   |
| <input type="text"/>                                      | <input type="text"/> | <input type="text"/>                  | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="text"/>                                      | <input type="text"/> | <input type="text"/>                  | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="text"/>                                      | <input type="text"/> | <input type="text"/>                  | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="text"/>                                      | <input type="text"/> | <input type="text"/>                  | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="text"/>                                      | <input type="text"/> | <input type="text"/>                  | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## SECTION B: SUPPORTING DOCUMENTATION

- Independent students: Attach a copy of your Independent Student Declaration form signed by the Principal or School Counselor.
- Newcomers to Canada: If you have never filed a Canadian income tax form, attach copies of the temporary work permit or other visitor documents for **ALL ADULTS** in the home.
- Income Support or AISH: If you are receiving Alberta Income Support or AISH benefits, provide:
  - a current copy of your **Health Benefits Card** which lists the students as your dependents; OR
  - a copy of your **Alberta Works Health Benefits Card** which lists the students as dependents AND the **confirmation/renewal letter** - both documents must be provided.
- All Others: Attach a 2024 proof of income statement from CRA for **ALL ADULTS** in the home. Your application will not be processed without this information.

## SECTION C: EXCEPTIONAL CIRCUMSTANCES

Write a letter explaining your extenuating circumstances. You must include documentation to support your claim. For example:

- Employment insurance benefit statement from Service Canada (shows your name, benefit rate and period of coverage);
- Signed letter from your employer(s) verifying employment status and current gross income;
- Proof of Enrolment confirming full-time enrolment in post-secondary studies; or
- Confirmation of disability benefits. Do not provide personal medical information or physician notes.

If you need help with this section, call Financial Services at 780-417-8200.

## SECTION D: CERTIFICATION

- ☐ I CERTIFY the information provided is correct and complete. I understand that if the requested documentation is not provided, my application cannot be processed and may be disqualified.
- ☐ I CONFIRM EIPS can email me concerning this application.

Applicant's Signature (Parent/Guardian/Independent Student)

Date