

**Form 505-1****Application for Waiver of School Fees**

Please read and complete the entire application, and submit to your school principal for approval.

Submit a Fee Waiver for each school

1. **WAIVER COVERS:** Instructional Resource Fees, ECS Fees, Enhanced Course Fees, Transportation Fees and any additional school fees as approved by the principal.
2. Waivers will not be approved if any students in the family have books outstanding from previous years. All books must be returned or paid for before the fee waiver can be approved.

SECTION A: PARENT/GUARDIAN			
Last Name		First Name	
Street Address	City	Province	Postal Code
Email address	Home Phone	Cell Phone	

Name of Children (Include all)	Attending School

SECTION B: SCHOOL FEE WAIVER REQUEST
Please include a brief explanation outlining the circumstances supporting your request to have your School Fees waived for the school year.
<input type="checkbox"/> I certify the information provided on this application above is correct and complete. I also understand that all information provided above is confidential.

Parent/Guardian Signature_____
Date

SECTION C: ADMINSTRATOR APPROVAL

- Having reviewed the application above I hereby approve waiving the following fees: Instructional Resource Fees, ECS Fees, Enhanced Course Fees and Transportation Fees.
- Having reviewed the application above I hereby approve waiving the following additional school fees:

Principal (Print Name)_____
Signature_____
Date



Form 505-1

Application for Waiver of School Fees

Checklist for completing Waiver Application

Read the information section below.

Fill out Section A: parent/guardian and student information section.

Fill out Section B: school fee waiver request

Sign and date the application.

Place this form and attached documents into an envelope, marked “Confidential – Waiver Form” on the envelope.

Submit application to your school principal for review & signature.

School will send signed application to the accounting department and transportation department at Division Office.

Information Regarding Waiver Application

- Complete only one application form per school, listing all names of your children attending the school.
- It is recommended you submit your application(s) as soon as possible, only complete waiver applications will be processed.
- Application for Waiver of Fee forms must be completed annually.
- If you have any questions, please phone or attend the office of your child’s school.