



Form 505-3

# 2016-2017 School Year Application for Waiver of Fees

The waiver applies to Resource Allocation fees.

Note: The Outreach refundable 25% deposit on texts and the voluntary fees will not be waived.

Please read instructions on the reverse side before completing this application.

SECTION A (Please print) Name and Complete Address of Parent/Guardian			
Last Name		First Name	
Street Address		City	Province Postal Code
Home Telephone No.		Business Telephone No.	
Name of Student(s)		School(s) Attending	

## SECTION B CONFIDENTIAL FINANCIAL INFORMATION

Number of people residing in household: No. adults \_\_\_\_\_ No. of children \_\_\_\_\_

Please complete the following information based on your 2015 income tax return(s) and attach photocopies for each adult of the Option C form from Canada Revenue Agency and copies of your current month's Statement of Earnings from your employer.

	Total Income per line 150 of 2015 Tax Return
Wage Earner #1 Income	\$
Wage Earner #2 Income	\$
Child Support Payments Received	\$
<b>TOTAL</b>	\$

## SECTION C Exceptional Circumstances (see guidelines on reverse – use separate page if necessary)

School \_\_\_\_\_

I certify that 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 \_\_\_\_\_ (Print and Sign) Date \_\_\_\_\_

**Textbooks not returned at the end of the school year will be charged to the student.  
ALL APPLICATIONS WITH INSUFFICIENT INFORMATION WILL NOT BE PROCESSED.**

**Note: Following approval of this waiver, any 2016-2017 school fees paid prior to receiving the approval will be refunded upon your request made to the school.  
SUBMIT TO FINANCE DEPARTMENT – MARK CONFIDENTIAL ON YOUR ENVELOPE**

GOLDEN HILLS SCHOOL DIVISION NO. 75

REPLACING PROCEDURE  
DATED: September 2010

NEW PROCEDURE DATED:  
April 2012 -Updated 09/16

BOARD RECEIVED AS  
INFORMATION



**SCHOOL FEES  
Administrative Procedure 505**

SCHOOL FEES Administrative Procedure 505

1. This application must be completely filled out to be considered for waiver of fees.
2. Fill out **Section A** with the Parent or Guardian's Name, Address and Phone Numbers.
3. Families on Social Assistance may skip **Section B and C** by providing either:
  - A current statement from Social Services certifying that the applicant is on social assistance and the student(s) of the applicant; or
  - Document(s) to prove the same; i.e. copy of current Social Medical Service Card (**note: applications for the 2016-2017 school year must be accompanied by an August 2016 or later Medical Service Card**)

**All other applicants MUST complete Section B and provide the following document to support the application.**

- Photocopy of your 2016 Official Option C (Available by phoning 1-800-959-8281)
4. Complete **Section C** if there are exceptional circumstances that are impacting your ability to pay the fee(s). You must provide detailed information with supporting documents such as the following:
    - Photocopies of your current reporting card and cheque stub for Employment Insurance Benefits (name and amount received must be visible)
    - Letter from your present employer stating your current gross income
    - Letter from school or university you are attending full time or photocopy of your student loan Notice of Assessment
    - Other supporting documentation
  5. Sign and mail the completed application form with supporting document(s) to:  
Golden Hills School Division No. 75, Finance Department, 435A Highway No, 1  
Strathmore, AB T1P 1J4 (Mark CONFIDENTIAL on your envelope)
  6. Upon review, you will be notified of a decision in writing. **Note that prior year's unpaid school fees or unreturned books will preclude you from receiving a waiver for the current school year.**
  7. The following chart of income levels outlines how the waiver of fees will be determined for the 2016-2017 school year:

# of Adults and Children per Household/Name	Full Waiver	50% Waiver
1.	<\$19,156	\$19,156-\$25,541
2.	<\$23,846	\$23,846-\$30,231
3.	<\$29,316	\$29,316-\$35,701
4.	<\$35,594	\$35,594-\$41,979
5.	<\$40,371	\$40,371-\$46,756
6.	<\$45,532	\$45,532-\$51,917
7.	<\$50,692	\$50,692-\$57,077

\*Statistics Canada information used as a guideline

**NOTE: Any application missing the above information will be returned to the applicant for completion**