



WID # \_\_\_\_\_

**SECTION A: FAMILY INFORMATION**

Parent/Guardian/Applicant				
Last name	First name		Primary phone	
Address			Secondary phone	
City	Postal Code	Email		
Parent/Guardian 2				
Last name	First name		Primary phone	
Address			Secondary phone	
City	Postal Code	Email		
Include the names of all current EIPS students living with the parent(s)/guardian(s) above				
Last Name	First Name	Name of School for 2018-19	Grade	Busing?
				<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Y <input type="checkbox"/> N
Number of people residing in the home		Adults _____	Children _____	

**SECTION B: REQUIRED DOCUMENTATION (Choose one of the following)**

- I have attached a copy of the 2017 Option C Form for **ALL** adults in the household. Option C forms can be obtained by calling Canada Revenue Agency at 1-800-959-8281 or login to your [CRA account](#) (DO NOT provide copies of your income tax return forms). **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, which lists the above students as my dependents. **OR**
- I am an independent student and have attached the Declaration of Independence form signed by the Principal or school counsellor.

**SECTION C: EXCEPTIONAL CIRCUMSTANCES (Optional)**

- I have attached a detailed letter explaining my exceptional circumstances and I have attached the following documentation to support my claim (**Supporting documentation must be provided for all adults residing in the home.** Check all that apply)
  - Copies of Employment Insurance current claim information, reporting cards and cheque stubs. Log in to [My Service Canada Account](#)
  - 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: 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)	Signature (Parent/Guardian 2)	Date
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IMPORTANT INFORMATION

- 1. Required documentation must be submitted with your application for it to be considered.
2. The deadline for receipt of this application is December 15, 2018. No applications will be accepted after this date.
3. Busing will not be available until fees are paid or waived.
4. Waiver covers transportation fees for payride busing (less than 2.4 km from designated school), supplemental bus fee, noon hour supervision fees and student council fees.
5. Waivers do not cover choice school busing fees, non-resident fees, course fees, extra-curricular fees, field trip fees, etc.
6. Waiver will not be approved if any student has books outstanding from previous years. All books must be returned or paid for before approval.
7. Submit ONE application per family. If you completed the application for transportation fees, it will also apply for school fees.
8. Submit signed applications:
a) Scan and email to fees@eips.ca OR
b) Bring documents to any EIPS school office in a sealed envelope addressed to the Treasurer (CONFIDENTIAL) OR
c) Mail to Elk Island Public Schools
Attention: Treasurer (CONFIDENTIAL)
683 Wye Road, Sherwood Park, AB T8B 1N2
9. 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.
10. Fees will not be waived for adult students.
11. 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 following chart of family income levels outlines how the waiver of fees will be determined for the 2018-19 School Year.

Table with 3 columns: Number of adults and children per household, 100% Waiver, 50% Waiver. Rows include 1 person, 2 people, 3 people, 4 people, 5 people, 6 people, 7 or more people.

Statistics Canada information used as a guideline