

Application for Waiver of Fees

2025-2026 SCHOOL YEAR

****APPLICATION DEADLINE DECEMBER 12, 2025****

PLEASE READ BOTH SIDES PRIOR TO FILLING OUT FORM and complete section A and either B or C

Waiver Covers:

Activity Fees - Curricular Field Trips (incl. Swimming)
Enhanced Art/Programming Fee
Non-Curricular Goods & Services - Agenda, Locks/Locker, Student Union, Fitness fees, Parking Pass & Kanga Pouch
Noon Hour Supervision
Optional Course Fees - **Jr. & Sr. High to a maximum of \$100/fee**
Technology Fee
Transportation - Eligible

Waiver Does NOT Cover:

Adult Education - Tuition
Alternative Program/Program of Choice - Pre-K, Full Day K, Nature, Sport 4 Life, Performing Arts and Sports Academy
Caution Fee Deposit
Extra-Curricular - Individual & Team Sports, Clubs or Ski Trips
Hot Lunch & Milk Programs
International Student Tuition
Lost Items - Replacement Fees (Including Library and Textbooks)
Non-Curricular Travel - Local, Out of Province or International
Optional Field Trips
Sales of Other Supplies or Services - Yearbooks, Clothing, Calculator, Recorders, Proctor Fee or Workbooks
Special Events - Grad fees & Tickets, Drama or Performance Tickets
Summer School Registration Fee
Transportation - Ineligible, Supplemental or Non-Resident

- 1) 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**
- 2) Any applicable 2025-2026 Eligible Transportation Fees that you have paid will be refunded or applied to any outstanding fees upon approval of this waiver form. All other paid fees are not subject to a refund.**
- 3) When a parent has shared custody of one or more children a Notice of Assessment form is required from both parents**
- 4) Fee waivers will not be considered for any amounts that have previously been sent to collections**
- 5) Please refer to AP 505 - School Fees and Charges**

SECTION A: PARENT/GUARDIAN

Last Name		First Name	
Street Address		City	Province
		Postal Code	
Home Telephone No		Business Telephone No.	Email address*:
Number of people residing in household: # of Adults: _____ # of Children: _____			

Name of Child(ren) (Include all)	Grade level	School(s) Attending	Bussing used (yes/no)

SECTION B: CONFIDENTIAL FINANCIAL INFORMATION: Please Choose one of the following:

☐ I have attached a copy of the **2024 Proof of Income Statement from Canada Revenue Agency (CRA)** for **ALL** parent(s) / guardian(s). This statement can be obtained by following these steps:

- Logging into CRA My Account
- Selecting Tax Returns > Proof of Income Statement > Year 2024
- Save this document as a PDF for submission with your application

Alternatively, it can be requested by calling the CRA at **1-800-959-8281**.

☐ I am an independent student and have attached the Declaration of Independence form signed by the school counselor

SECTION C: EXCEPTIONAL CIRCUMSTANCES Please refer to the information below

☐ **My circumstances are exceptional and I have provided the necessary documents as outlined on this form**

EXCEPTIONAL CIRCUMSTANCES

Check **Section C** above if there are exceptional circumstances that are affecting your ability to pay your fee(s). In order to be considered for exceptional circumstances all of the following criteria must be met:

- 1) Provide a detailed letter explaining your circumstances
- 2) Copy of a **2024 Proof of Income Statement** for **ALL** parent(s)/guardian(s)
- 3) Attach supporting documents that substantiate your claim 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/university you are attending full time or a photocopy of your student loan
 - A current statement from Social Services certifying that the applicant is on social assistance and the student(s) is/are dependent(s) of the applicant
 - Resettlement assistance program documents
- 4) Waiver must also be signed by Principal(s) of your child(ren)'s school(s)
- 5) Final decision rests with the Secretary-Treasurer

I c e r t i f y the information provided on this application and in any documents attached is correct and complete. I also understand financial and other information provided above is confidential.

Applicants Signature

Date

Principal's signature for exceptional circumstances only

The following chart of family taxable income levels outlines how the waiver of fees will be determined for the 2025-2026 school year.

<u># of Adults and Children</u> <u>Per Household</u>	<u>100% Waiver</u>	<u>50% Waiver</u>
Independent Student	< \$26,127	\$26,127 – \$31,598
1 Adult + 1 Child	< \$32,525	\$32,525 – \$41,113
1 Adult + 2 Child	< \$39,986	\$39,986 – \$50,219
1 Adult + 3 Child	< \$48,550	\$48,550 – \$60,537
1 Adult + 4 Child	< \$55,064	\$55,064 – \$68,910
2 Adults + 1 Child	< \$37,739	\$37,739 – \$48,047
2 Adults + 2 Child	< \$45,610	\$45,610 – \$57,699
2 Adults + 3 Child	< \$53,819	\$53,819 – \$67,545
2 Adults + 4 Child	< \$60,039	\$60,039 – \$75,527

**For each additional child, add \$4,973*

Statistics Canada information used as a guideline

Sign and mail or email the completed application form with supporting document(s) to:

Elk Island Catholic Schools
Attn: Secretary-Treasurer
310 Broadview Road
Sherwood Park, Alberta T8H 1A4
Secretary.Treasurer@eics.ab.ca

Mark "CONFIDENTIAL"
on the envelope

***Please include an email address on page 1 if you would like notification of approval**

****You are liable for your school fees until which time you have been notified by our office with an approval notification. It is our goal to process your fee waiver within 3 weeks of the receipt date. If you have submitted a fee waiver and have not heard back with a reasonable time frame please contact our office at 780-467-8896.**