



Should I apply for a waiver?

If any of the following situations applies to your family:

- *Complete* an Application For Waiver of Fee(s) form (available at your child's school & on the CBE website) *Use only 1 form per family listing all of your children attending a CBE school*
- *Attach* the documentation indicated for your situation (applicant's name must be on documentation).
- *Send* it to the address on the back of the form

1. *We receive assistance from Provincial Social Services.*

- **Attach a photocopy of one of the following:**

- A *currently dated* Social Services Benefit Card showing applicant's & student(s) names
- A current letter from Social Services verifying you are in receipt of assistance & the children listed are covered as your dependants

2. *We are low income but not on Provincial Social Services.*

- **Attach a photocopy of the following:**

- The Alberta Works Child Health Benefit card **and** the letter of confirmation of renewal for the current year – DO NOT send Alberta Personal Health Card

Note: Low-income families who receive Health Benefits from other companies can still receive coverage through Alberta Works Child Health Benefits at no charge

3. *We are Government Sponsored Conventional Refugees*

- **Attach a photocopy of both of the following:**

- Parent(s) "Confirmation of Residency" papers indicating **Conventional Refugee**
- A *current* Citizenship & Immigration cheque stub

4. *We are Treaty Status*

- **Attach a photocopy of all of the following:**

- Parent(s) Status Card
- Each of the children's cards **or** a letter from your band verifying each child (by name) is Treaty status
- Parent(s) Notice of Assessment (this is the only situation where any form of income tax papers will be accepted)

If none of the above situations applies to your family or **you have other questions** regarding the Application for Waiver of Fee(s) form, please **call our waiver desk at 403-294-8315** and leave a message. All calls will be returned in the order they are received.

Applications without proper documentation will not be processed.

DO NOT attach anything else to your application, as it cannot be accepted

In order to allow sufficient time to process your application for the *beginning* of next school year, it is **recommended you submit it before June 30** of this school year. Applications can take up to 6 weeks to process

For information regarding the Alberta Child Health Benefit program, please call 310-0000 then dial 780-427-6848 (toll free).

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Calgary Board of Education

Attach Documentation

**APPLICATION FOR WAIVER OF FEE(S)
2009-2010 School Year**

Read instructions and information on reverse side before completing this application.

Applicant (Parent/Guardian) Information (Please Print)

Last Name		First Name	
Address			
City	Province	Postal Code	

Phone Number(s)

_____ (Home)

_____ (Business)

Student Information (Please print names of all CBE students living with the Applicant)

Indicate which fees you want waived for each student by placing in the appropriate box (Do not write in the shaded area):

- **I.S.M.** = Instructional Supplies & Materials **Band** = Music Instrument Registration fee **Tran** = Transportation fee

Student Name	CBE School Attending	Grade	I.S.M.	Band	Tran	TRN

Agreement for Charter Transportation Services (Please read)

Permission to Release Information. The Student Transportation Group (STG) is a consortium consisting of Calgary Transit and private transportation carriers (Cardinal Coach Ltd. and Southland Transportation Ltd.) who provide transportation services to CBE schools. The STG is responsible for planning and scheduling the routes and bus stops for all buses that transport CBE students to and from school. The following information is required for transportation planning purposes: student name, ID number, school, grade, program, transportation code and parent/guardian name, address and telephone numbers.

In signing this form, I understand that I am giving permission to the CBE to share this information with STG for the purpose of transportation planning and administration.

Authorization (Please read, sign and date)

The personal information contained on this form is collected under the authority of the School Act and of Alberta's Freedom of information and Protection of Privacy Act for the purposes noted above. If you have any questions about this collection, please contact the school principal.

I certify that the information given on this application and in any documents attached is correct and complete. I understand that financial and other information provided is confidential. I also understand that I am responsible for all fees incurred prior to approval of this application.

Signature _____

Date _____

APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED

Deliver completed form to school office or mail to:
Calgary Board of Education
Box 5410
Station A
Calgary, AB T2H 1X8

OFFICE USE ONLY	
Comments	_____
Authorized by	Date

Instructions for completing 2009-2010 Waiver Application

1. Complete the 'Applicant Information' area. Enter parent/guardian name, address and telephone number(s).
2. Complete the 'Student Information' area. List all students attending a Calgary Board of Education school for which you want to have fees waived. Enter the full name of the student(s), name of the school(s), grade(s) and indicate with an which fee(s) you would like waived - Instructional Supplies & Materials Fee (I.S.M.), Music Instrument Registration (Band) and/or Transportation (Tran). DO NOT MARK IN THE SHADED AREA. (Please enter the information as it pertains to the 2009-2010 school year).
3. Read the Agreement for Charter Transportation Services.
4. Read the information in the Authorization area.
5. Sign and Date your application.
6. Attach a **photocopy of supporting documentation** (see information section below). This photocopy will not be returned.
7. Place this form (with attachments) into an envelope, write "Confidential – Waiver Form" on the outside of the envelope, and deliver to the office of your child's school **or** you can mail to:

Calgary Board of Education
PO Box 5410
Station A
Calgary, AB T2H 1X8

8. If you have any questions, call our Waiver Desk at 403-294-8315.

Information Regarding Waiver Application

- Complete **only one** application form per family (listing all students attending a CBE school).
- Allow 4 – 6 weeks for processing. If after 7 weeks you have not received a reply from our office, call 403-294-8315 – listen to all the options – leave a clear detailed message (include your name & phone number) – messages are returned in the order they are received. Note: we are not responsible for lost applications.
- Faxed/photocopied applications are **not accepted** (only forms with actual ink signatures will be processed).
- Students must meet transportation eligibility requirements as established by the Calgary Board of Education to qualify for a waiver of transportation fees.
- **Applications without proper documentation will not be processed.** Attach a **photocopy of the documentation that applies to your family's situation:**
 - A *current* Social Services Benefit Card showing applicant's & student(s) name(s)
 - A *current* letter from Social Services verifying you are in receipt of assistance & the children listed are covered as your dependants
 - The Alberta Works Child Health Benefit card **and** the letter of confirmation of renewal for the *current* year – DO NOT send Alberta Personal Health Card
 - Parent(s) "Confirmation of Residency" papers indicating Conventional Refugee **and** *current* Citizenship & Immigration cheque stub
 - Treat Status card for parents and each of the children (**or** a letter from your band verifying each child is treaty) **and** parent(s) Notice of Assessment(s) (this is the only situation where any form of income tax papers will be accepted)
- Application for Waiver of Fee(s) forms **must be completed annually**. Forms are available at the schools and on the CBE website. They need be submitted to the Treasury and Revenue Accounting department (address above).
- In order to allow sufficient time to process your application for the beginning of the 2009-10 school year it is **recommended you submit your application before June 30, 2009**. Applications can take up to 6 weeks to process
- **Applicants are responsible for all fees incurred prior to approval of the waiver (amount waived only applies from approval date forward – for example; fees are owing for 3 months if waiver is approved in December). Any fees that have already been paid will be refunded on a pro-rated basis (less any applicable admin fee).**