Calgary Board of Education

D003 (06/07) **Application for Rebate of Instructional Supplies & Materials (ISM)**

2011-2012 School Year

Name of Person Applying: (Only one refund cheque per family will be issued.)		
Complete Mailing Address:	**Postal Code:**	**Phone Number:**

The maximum Instructional Supplies & Materials Fee is limited to $264 per family per school year. Please submit this application for a refund of Instructional Supplies & Materials Fees paid in excess of the $264 limit, along with paid receipts for Instructional Supplies and Materials Fees for each child. (Receipts must have ISM shown separately.)

Refunds will not be issued unless the total amount of the ISM Fee has been paid to the school(s) and is subject to verification by individual schools.

Student Name	Grade	School	ISM Amount Paid
			$
			$
			$
			$
			$
		TOTAL PAID (a)	$

LESS FAMILY MAXIMUM (b) ($ 264.00)

TOTAL ELIGIBLE FOR REBATE (a-b) $_____

Cheques under $10.00 will not be issued.

Signature_____ Date_____

PLEASE SUBMIT COMPLETED FORM TO:

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

The information on this form is being collected pursuant to the School Act and the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection or use of this information, please contact the F.O.I.P. Coordinator at 294-8394.

FOR OFFICE USE ONLY

Verified by _____ Date _____	Authorized by _____ Date _____	Code:

Deadline to apply for a rebate of the 2011-2012 Instructional Supplies and Materials is March 31/12.
Please allow 6 – 8 weeks for processing. If you have not received a rebate after this time please call the Fee Waiver line at 403-817-7440.