



## How to apply for a fee waiver 2018-19

If you can't afford to pay your fees, the Calgary Board of Education offers a fee waiver based on your income level.

### Information Regarding Fee Waiver Application |

- Fee waiver applications must be completed annually.
- Complete **only one fee waiver application form per family**, listing all names of your children attending CBE schools and attach the correct documentation.
- You can complete the Fee Waiver Application online at: [www.cbe.ab.ca/mycbe](http://www.cbe.ab.ca/mycbe) and then submit your documentation.
- Paper applications are available from your school or the CBE website at: [www.cbe.ab.ca/fees](http://www.cbe.ab.ca/fees).
- Only completed waiver applications that include copies of proper documentation will be processed. To allow sufficient time to process your application for the beginning of the next school year, it is recommended you submit it by November 1, 2018. Please allow 4 – 6 weeks for processing. If you have not received a reply from CBE after 7 weeks, please call 403-817-7888.
- If you apply for a waiver you must still complete the appropriate registration forms for yellow school bus transportation and noon supervision if your child uses these services.
- The Calgary Transit waiver has been replaced by the City of Calgary Fair Entry Program. Visit [www.calgary.ca/fairentry](http://www.calgary.ca/fairentry) for more information.

### Documents Required |

Be sure you have the appropriate documents. You must provide a photocopy of one of the following documents:

- 1 | If you receive assistance from Provincial Social Services, provide a photocopy of either:
  - A currently dated Social Services Benefit Card showing applicant's and student(s) names.

**OR**

  - A current letter from Social Services verifying you are in receipt of assistance and the children listed are covered as your dependants.
- 2 | If you receive the Alberta Child Health Benefit, provide a photocopy of:
  - The Alberta Child Health Benefit card **and** the letter of confirmation of renewal for the current year. (DO NOT send a copy of your Alberta Personal Health Card)
- 3 | If you are Government Sponsored Convention Refugee, provide photocopies of either:
  - Parent(s) "Confirmation of Residency" papers indicating Convention Refugee **and** a current Citizenship and Immigration cheque stub.

**OR**

  - A copy of current dated Interim Federal Health Certificate of Eligibility for applicant **and** children IFHP expiry date.
- 4 | If you have been approved by the City of Calgary's Fair Entry program
  - A copy of your program acceptance letter showing the guardian and dependent names that matches your application, approval status and expiry date.
- 5 | If you do not have the above documents but have a low income and Treaty status, provide photocopies of both:
  - Treaty Status Card **and** Notice of Assessment for parents/guardians (this is the only situation where any form of income tax papers will be accepted).

**AND**

  - Treaty Status Card for each of the children (or a letter from your band verifying each child has treaty status).

### Submit |

- Scan and email documents to [feewaiver@cbe.ab.ca](mailto:feewaiver@cbe.ab.ca)
- Bring documents to any CBE school office
- Mail to: Calgary Board of Education Attention: Student Fees  
1221 8 St. S.W. Calgary, Alberta T2R 0L4

### Contact |

Student Fees Helpline at [feewaiver@cbe.ab.ca](mailto:feewaiver@cbe.ab.ca)  
or 403-817-7888