Calgary Board of Education

# Request to Cancel School Bus Transportation

Contract #

FC #

- Requests must be made within 30 days of the last day the student travelled by bus.
- Refunds are issued for complete months following the Request to Cancel form submission.
- No refunds will be processed for service cancelled after April 30, 2018.
- Refunds: If the student no longer requires transportation services, a prorated refund shall be made upon receipt of the Request to Cancel School Bus Transportation form.
- Any credit will be applied to outstanding fees prior to issuing a refund.

**My Elementary aged child will continue to stay at school for lunch:** ☐ **Yes** ☑ **No**
**If 'No' also submit a Request to Cancel Noon Supervision Registration form.**

**Please print clearly**.

Please cancel the School Bus Transportation Contract for the following student(s):

| Student information for all CBE students living with parent/guardian noted below | | | |
|---|---|---|---|
| Last Name | First Name | Name of School for 2017-18 | Last day student took the bus |
| | | | dd-mmm-yyyy |
| | | | dd-mmm-yyyy |
| | | | dd-mmm-yyyy |
| | | | dd-mmm-yyyy |

Reason for Cancellation (required)

Please mail the refund cheque (if applicable) to:

| Parent/Guardian (student primary residence) | | | |
|---|---|---|---|
| Last name | First name | | Home # |
| Address | | City | Work # |
| Email | | Postal code | Cell # |

**Allow four to six weeks for processing.**

Parent/Guardian (Print Name) _____ Signature _____ Date _____

IMPORTANT

- Questions re transportation service or request form
  email: transportation@cbe.ab.ca or call 403-817-7433
- Questions re refunds
  email: studentfees@cbe.ab.ca or call 403-817-7888

Return completed form by email to: transportationforms@cbe.ab.ca;
Drop at any CBE school office or mail to:
Calgary Board of Education Attention: Transportation Services
1221 – 8 Street S.W., Calgary, Alberta T2R 0L4

PLEASE DO NOT FAX