



**APPLICATION FOR WAIVER OF FEES
FOR AN INDEPENDENT STUDENT (2016-17)**

Form 505-3
AP 505 School and Administrative Fees

PLEASE NOTE IMPORTANT INFORMATION ON THE SECOND PAGE OF THIS FORM.

Independent Student: The School Act defines an independent student as someone who is (i) 18 years of age or older, or, (ii) 16 years of age or older, and (a) who is living independently, or, (b) who is party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act. An Independent Student is younger than 19 years of age as of September 1.

SECTION A: INFORMATION

Independent Student			
Last Name		First Name	
Street Address		City	Province
Home Telephone		Business Telephone	Email
Names of Adults residing with the Independent Student		Relationship (Family/Friend)	
Number of people residing in the household			
Adults		Children	

SECTION B: CONFIDENTIAL FINANCIAL INFORMATION

- I have attached:
- a copy of the 2015 Option C Form for ALL adults in the household (only if family). Option C Forms can be obtained at no charge by calling Revenue Canada at 1 (800) 959-8281, or
 - a copy of an August or later Social Services Health Benefits card, or
 - a copy of my Alberta Works Health Benefit card with proof of eligibility letter.

SECTION C: EXCEPTIONAL CIRCUMSTANCES (Complete if Section B does not apply)

My circumstances are exceptional and I have attached to this application:

1. A detailed letter explaining my circumstances; AND
2. The following documentation to support my claim (check the applicable box):
 - Photocopies of current Employment Insurance Benefits reporting cards and cheque stubs, or
 - Letter from my present employer verifying my current gross income, or
 - A current statement from Social Services certifying that I am on social assistance, or
 - Resettlement assistance program documents.

SECTION D: PROOF OF INDEPENDENCE

- I have attached a copy of my lease or utility bill (such as gas and power bill, but not a phone bill) in my name.

SECTION E: PERMISSION TO EMAIL

- YES, Elk Island Public Schools can email me with respect to this application.

I CERTIFY the information provided on this application and in any documents attached is correct and complete. I also understand that financial and other information provided above is confidential.

Signature (Independent Student)	Date
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IMPORTANT INFORMATION

1. Application only needs to be completed once. If you completed the application for transportation fees, it will also apply for school fees.
2. **Freedom of Information and Protection of Privacy – Notification of Use:** The information collected on this form is for the purpose of processing this Application for Waiver of Fees. This personal information is collected pursuant to the provisions of the FOIP Act, section 33(c). If you have any questions about the collection and use of the information, please contact Elk Island Public Schools’ FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2, 780-417-8204.
3. This application must be completed in its entirety to be considered.
4. The deadline for receipt of this application for:

Waiver of Transportation Fees:	August 31, 2016
Waiver of School Fees:	December 15, 2016 (for September registrations)

No applications will be accepted after these dates.

5. Waiver covers transportation fees for designated school pay ride, learning resource fees, noon hour supervision fees, student council fees, student agendas, lock and locker rentals.
6. Waiver will not be approved if any student has books outstanding from previous years. All books must be returned or paid for before approval.
7. Submit ONE application per family.
8. Mail the signed and completed application form with supporting documents, marked CONFIDENTIAL, to:

Elk Island Public Schools
Attention: Treasurer
683 Wye Road
Sherwood Park, AB T8B 1N2
Email: finance.dept@eips.ca
9. You are responsible for your fees until such time as you have received approval notification from our office. It is our goal to process the Waiver of Fees within three (3) weeks of receiving your application. If you have not heard from our office within a reasonable period of time, please contact us at (780) 417-8200.
10. Fees will not be waived for adult students.

The following chart of family income levels outlines how the waiver of fees will be determined for the 2016-17 School Year.

Number of adults and children per household	100% Waiver	50% Waiver
1 person	<\$21,431	\$21,431 - \$28,503
2 people	<\$25,946	\$25,946 - \$34,509
3 people	<\$32,798	\$32,798 - \$43,622
4 people	<\$38,729	\$38,729 - \$51,510
5 people	<\$45,166	\$45,155 - \$60,072
6 people	<\$49,542	\$49,542 - \$65,891
7 or more people	<\$56,714	\$56,714 - \$75,431

Statistics Canada information used as a guideline