

Waiver of School Fees Application

The application to waive school fees covers: Instructional Resource Fees, ECS Fees, Enhanced Course Fees, Transportation Fees and any additional school fees as approved by the Principal. Waivers will not be approved if any students in the family have books outstanding from previous years. All books must be returned or paid for before the fee waiver can be approved.

Instructions for Completing Waiver of School Fees Application:

- ✓ Complete only one application form per school, listing all names of your children attending that school.
- ✓ Complete Section A, Section B and sign and date the Waiver of School Fees Application.
- ✓ Place the application into an envelope addressed to the Principal, marked "Confidential – Waiver of School Fees Application", and submit the envelope to the Principal for their review and signature.
- ✓ School will submit the application to the Finance and Transportation Departments at Division Office.
- ✓ Submit your application(s) as soon as possible as only completed waiver applications will be processed.
- ✓ Waiver of School Fees requests must be completed annually.
- ✓ Questions are to be directed to the Principal or school.

SECTION A: PARENT/GUARDIAN (please print)		
Last Name:	First Name:	
Street Address:		
City:	Province:	Postal Code:
Email Address:	Home Phone:	Cell Phone:
Name of Children (include all below):		Attending School:
SECTION B: WAIVER OF SCHOOL FEES APPLICATION		
Please include a brief explanation outlining the circumstances supporting your application to have the school fees waived for your child/children for the school year.		
I certify the information provided on this application above is correct and complete. I also understand that all information provided above is confidential.		
Signature:	Date:	

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SECTION C: ADMINISTRATOR APPROVAL

Having reviewed the application above, I hereby approve waiving the following fees: Instructional Resource Fees, ECS Fees, Enhanced Course Fees and Transportation Fees for the _____ school year.

Having reviewed the application above, I hereby approve waiving the following additional school fees:

for the _____ school year.

Having reviewed the application above, I hereby deny this application to waive school fees.

Principal (Print Name): _____ School: _____

Signature: _____ Date: _____