



Form 505-2

# School Year Application for Waiver of Fees

The waiver applies to Resource Allocation fees.  
Note: The Outreach refundable 25% deposit on texts and the voluntary fees will not be waived.  
**Please read instructions on the reverse side before completing this application.**

SECTION A (Please print) Name and Complete Address of Parent/Guardian			
Last Name		First Name	
Street Address	City	Province	Postal Code
Home Telephone No.		Business Telephone No.	
Name of Student(s)		School(s) Attending	

## SECTION B CONFIDENTIAL FINANCIAL INFORMATION

**Number of people residing in household: No. adults \_\_\_\_\_ No. of children \_\_\_\_\_**  
Please complete the following information based on your most recent income tax return(s) and attach photocopies for each adult of the Option C form from Canada Revenue Agency and copies of your current month's Statement of Earnings from your employer.

	<b>Total Income per line 150 of most recent Tax Return</b>
Wage Earner #1 Income	\$
Wage Earner #2 Income	\$
Child Support Payments Received	\$
<b>TOTAL</b>	<b>\$</b>

## SECTION C Exceptional Circumstances (see guidelines on reverse – use separate page if necessary)

School \_\_\_\_\_

*I certify that 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 \_\_\_\_\_ (Print and Sign)

Date \_\_\_\_\_

**Textbooks not returned at the end of the school year will be charged to the student.  
ALL APPLICATIONS WITH INSUFFICIENT INFORMATION WILL NOT BE PROCESSED**

**Note: Following approval of this waiver, any school fees paid prior to receiving the approval will be refunded upon your request made to the school.  
SUBMIT TO FINANCE DEPARTMENT – MARK CONFIDENTIAL ON YOUR ENVELOPE**



**SCHOOL FEES  
Administrative Procedure 505**

1. This application must be completely filled out to be considered for waiver of fees.
2. Fill out **Section A** with the Parent or Guardian's Name, Address and Phone Numbers.
3. Families on Social Assistance may skip **Section B and C** by providing either:
  - A current statement from Social Services certifying that the applicant is on social assistance and the student(s) of the applicant; or
  - Document(s) to prove the same; i.e. copy of current Social Medical Service Card (**note: applications for the current school year must be accompanied by an August current Medical Service Card**)

**All other applicants MUST complete Section B and provide the following document to support the application.**

  - Photocopy of your most recent Official Option C (Available by phoning 1-800-959-8281)
4. Complete **Section C** if there are exceptional circumstances that are impacting your ability to pay the fee(s). You must provide detailed information with supporting documents such as the following:
  - Photocopies of your current reporting card and cheque stub for Employment Insurance Benefits (name and amount received must be visible)
  - Letter from your present employer stating your current gross income
  - Letter from school or university you are attending full time or photocopy of your student loan Notice of Assessment
  - Other supporting documentation
5. Sign and email the completed application form with supporting document(s) to:  
(Insert email address here)
6. Upon review, you will be notified of a decision in writing. **Note that prior year's unpaid school fees or unreturned books will preclude you from receiving a waiver for the current school year.**
7. The following chart of income levels outlines how the waiver of fees will be determined for the current school year:

# of Adults and Children per Household/Name	Full Waiver	50% Waiver
1.	<\$20,848	\$20,848-\$25,952
2.	<\$25,953	\$25,953-\$31,905
3.	<\$31,906	\$31,906-\$38,739
4.	<\$38,740	\$38,740-\$43,937
5.	<\$43,938	\$43,938-\$49,554
6.	<\$49,555	\$49,555-\$55,171
7.	<\$55,172	\$55,172-\$61,557

\*Statistics Canada information Low-income cut-offs

**NOTE: Any application missing the above information will be returned to the applicant for completion**