



## Application for Waiver of Fees, 2024-25

**PLEASE READ BOTH SIDES PRIOR TO FILLING OUT THIS FORM.**

Complete Section A and either Section B or Section C.

- Waiver covers: basic school fees (materials, resources, textbook rental), junior high option course fees, and basic field trip fees.
- Waiver does NOT cover: optional field trips (e.g. adventure trips), yearbook, extra-curricular activities, other misc. charges.
- 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

SECTION A: PARENT/GUARDIAN			
Last Name:		First Name:	
Street Address		City	Postal Code
Home	Cell Phone	Email Address	
Number of people residing in household:	# of adults	# of children	
Name(s) of Child(ren) (include all) School(s) Attending			

### SECTION B: CONFIDENTIAL FINANCIAL INFORMATION:

\_\_\_ I have attached a copy of a **2023 OPTION C PRINT** for ALL adults in the household. An Option C Print may be obtained at no charge by calling Revenue Canada at **1-800-267-6999**, or by visiting <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/a-proof-income-statement-option-print.html>. **PLEASE DO NOT SEND NOTICE OF ASSESSMENT.**

\_\_\_ I have attached a copy of a current Alberta Health Benefit Card showing applicant's and student name(s).

### SECTION C: EXCEPTIONAL CIRCUMSTANCES – Please refer to information on the back of this form

\_\_\_ My circumstances are exceptional, and I have provided the necessary documents as outlined on the back of this form.  
*I certify the information provided on this application and in any documents attached is correct and complete. I also understand financial and other information provided above is confidential.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer Signature



**EXCEPTIONAL CIRCUMSTANCES**

Check Section C on front if there are exceptional circumstances that are affecting your ability to pay your fee(s). In order to be considered exceptional circumstances all of the following criteria must be met:

1. Provide a detailed letter explaining your circumstances.
2. Attach supporting documents for all adults that substantiate your claim 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/university you are attending full time or a photocopy of your student loan.
  - A current statement from Social Services certifying that the applicant is on social assistance and the student(s) is/are dependent(s) of the applicant.
  - Resettlement assistance program documents.
3. Waiver must also be signed by Principal(s) of your child(ren)'s school(s).
4. Final decision rests with the Superintendent.

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The following chart of family income levels (before taxes) will be used to determine the waiver of fees for the 2024-25 school year.

# of Adults and Children/ Household	100% of fees waived	50% of fees waived
2 persons	<\$36,576	\$36,576 - \$47,634
3 persons	<\$44,966	\$44,966 - \$58,598
4 persons	<\$54,594	\$54,594 - \$71,120
5 persons	<\$61,920	\$69,834 - \$90,971
6 persons	<\$69,834	\$69,834 - \$90,971
7 or more persons	<\$77,750	\$77,750 - \$101,321

Data Source Used to Influence These Figures:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5482-instruction-fill-financial-evaluation-form-1283.html>

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Sign and mail (or hand deliver) the completed application form with supporting document(s) to:

Treasurer  
The WISE Charter Society  
7211 96A Ave  
Edmonton, Alberta T6B 1B5

**Mark "CONFIDENTIAL" on the envelope**

*You are responsible for your school fees until you have received notification from our office that your waiver request has been approved. It is our goal to process your fee waiver within three weeks of the receipt date. If you have submitted a fee waiver and have not heard back within three weeks, please contact our office at (780) 466-3312.*