

Attach Documentation



APPLICATION FOR WAIVER OF FEE(S)
_____ School Year

Read instructions and information on reverse side before completing this application.

Applicant (Parent/Guardian) Information (Please Print)

Last Name	First Name	Phone Number(s)
_____		_____ (Home)
Address _____		

City	Province	Postal Code
_____	_____	_____ (Work)
_____		_____ (Cell)

Student Information (Please print names of all Aspen View students living with the Applicant)

Indicate which fees you want waived for each student by placing an [X] in the appropriate box (DO NOT write in the shaded area):

I.S.M. = Instructional Supplies & Materials TRN =Transportation Fee OTH = Other

Student Name	School Attending	Grade	I.S.M.	TRN	OTH

Authorization (Please read, sign and date)

The personal information contained on this form is collected under the authority of the School Act and of Alberta's Freedom of Information and Protection of Privacy Act for the purposes noted above. If you have any questions about this collection, please contact the school principal.

I certify that the information given on this application and in any documents attached is correct and complete. I understand that financial and other information provided is confidential. I also understand that I am responsible for all fees incurred prior to approval of this application.

Signature _____ Date: _____

APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED

Deliver completed form to school office or mail to:

Aspen View Public School Division
3600 48 Avenue
Athabasca, Alberta
T9S 1M8

OFFICE USE ONLY	
Comments	
Authorized by	Date

INSTRUCTIONS FOR COMPLETING WAIVER APPLICATION

1. Complete the "Applicant Information" area. Enter parent/guardian name, address and telephone number(s).
2. Complete the "Student Information" area. List all students attending an Aspen View school for which you want to have fees waived. Enter the full name of the student(s), name of the school(s), grade(s) and indicate with an [X] which fee(s) you would like waived: Instructional Supplies and Materials Fee, Transportation Fee and/or Other.
DO NOT MARK IN THE SHADED AREA. (Please enter the information as it pertains to the current school year).
3. Read the information in the Authorization area.
4. Sign and Date your application.
5. Attach a photocopy of supporting documentation (see information section below). This photocopy will not be returned.
6. Place this form (with attachments) into an envelope, write "Confidential – Waiver Form" on the outside of the envelope, and deliver to the office of your child's school or mail to:
Aspen View Public Schools
3600 48 Avenue
Athabasca, Alberta
T9S 1M8
7. If you have any questions, call your school principal.
8. To speak to someone in person, please go to the office of your child's school.

Information Regarding Waiver Application

- Transportation and Division-levied fee **waivers must be approved** by the Secretary Treasurer.
- School-based fee waivers must be approved by the School Principal.
- Complete only one application form per family (listing all students attending an Aspen View school).
- Allow 4 – 6 weeks for processing. If after 7 weeks you have not received a reply from our office, call 780-675-7080 or 1-888-488-0288 - leave a clear detailed message (include your name and phone number) – messages are returned in the order they are received.
- Faxed/photocopied applications are not accepted (only forms with actual ink signatures will be processed).
- Applications without proper documentation will not be processed. Attach a photocopy of the documentation that applies to your family's situation:
 - A current Social Services Benefit Card showing the applicants and student(s) name(s).
 - A current letter from Social Services verifying you are in receipt of assistance and the children listed are covered as your dependents.
 - The Alberta Works Child Health Benefit card and the letter of confirmation of renewal for the current year – DO NOT send Alberta Personal Health Card.
 - Parent(s) "Confirmation of Residency" papers indicating Conventional Refugee and current Citizenship and Immigration cheque stub.
 - Verifiable proof of financial hardship based on Statistics Canada Low Income Cut-Off.
 - Any other reason deemed appropriate by the Superintendent.
- Application for Waiver of Fee(s) forms must be completed annually. Forms are available at the schools and on the Aspen View Public Schools website. They need to be submitted to the school.
- In order to allow sufficient time to process your application for the beginning of the school year, it is recommended you submit your application before June 1 prior to next school year. Applications can take up to 6 weeks to process.
- Applicants are responsible for all fees incurred prior to approval of the waiver.