



**APPLICATION FOR WAIVER OF FEE(S)**  
2017-2018 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)
Address			_____ (Home)
City	Province	Postal Code	_____ (Business)

**Student Information (Please print names of all Northern Gateway students living with the Applicant)**

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

I.S.M. = Instructional Supplies & Materials    Band = Music Instrument Registration    Tran = Transportation Fee

Student Name	School Attending	Grade	I.S.M.	Band	Tran	TRN

**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:

Northern Gateway Public Schools  
Box 840  
Whitecourt, Alberta  
T7S 1N8

OFFICE USE ONLY	
Comments	_____
Authorized by	Date

## INSTRUCTIONS FOR COMPLETING 2017-2018 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 a Northern Gateway school for which you want to have fees waived. Enter the full name of the student(s), name of the school(s), grades(s) and indicate with an  which fee(s) you would like waived – Instructional Supplies and Materials Fee, Music Instrument Registration (Band) and/or Transportation. **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** you can mail to:  

Northern Gateway Public Schools  
Box 840  
Whitecourt, Alberta  
T7S 1N8
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

- Complete **only one** application form per family (listing all students attending a Northern Gateway school).
- Allow 4 – 6 weeks for processing. If after 7 weeks you have not received a reply from our office, call 780-778-2800 – 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 applicant's 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.
- Application for Waiver of Fee(s) forms **must be completed annually.** Forms are available at the schools and on the Northern Gateway Public Schools' website. They need to be submitted to the Finance Department (address above).
- In order to allow sufficient time to process your application for the beginning of the 2015-2016 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 (amount waived only applies from approval date forward – for example; fees are owing for 3 months if waiver is approved in December). Any fees that have already been paid will be refunded on a pro-rated basis (less any applicable administration fee).**