

Administrative Procedure 507

WAIVER OF FEES

Background

A *Waiver of Fees* shall be made available, based on income level or extenuating circumstances of all parents as defined by S47 of the *Family Law Act* unless there is a court order that directs financial responsibility. The *Application for Waiver of Fees* shall be completed and the final decision rests with the Secretary-Treasurer.

If any of the following situations applies to your family you may be eligible for a waiver of fees.

Procedures

1. For fees to be waived based on circumstances for financial hardship, provide the following:
 - 1.1 For assistance from Provincial Social Services.
 - 1.1.1 Attach a photocopy of one of the following:
 - 1.1.1.1 A currently dated Social Services Benefit Card showing applicant's and student(s) names.
 - 1.1.1.2 A current letter from Social Services verifying you are in receipt of assistance and the children listed are covered as your dependents.
 - 1.2 For low income but not on Provincial Social Services.
 - 1.2.1 Attach a photocopy of the following:
 - 1.2.1.1 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.
 - 1.2.1.2 **Note:** Low income families who receive Health Benefits from other companies can still receive coverage through Alberta Works Child Health Benefits at no charge. For information regarding the Alberta Child Health Benefit program, please call 310-0000 then dial 780-427-6848 (toll free).



- 1.3. For Government Sponsored conventional Refugees.
 - 1.3.1 Attach a photocopy of both of the following:
 - 1.3.1.1 Parent(s) “Confirmation of Residency” papers indicating Conventional Refugee
 - 1.3.1.2 A current Citizenship and Immigration cheque stub
2. Complete an Application For Waiver of Fee(s) form (available at your child’s school and on the Northern Gateway Public Schools’ website). Use only one form per family listing
3. Attach the documentation indicated for your situation (applicant’s name must be on documentation).
 - 3.1 Mail it to the address on the back of the form to the attention of the Secretary-Treasurer.
 - 3.2 Applications without proper documentation will not be processed.
 - 3.3 DO NOT attach anything else to your application, as it cannot be accepted.
 - 3.4 Questions regarding the Application for Waiver of Fee(s) forms please call and leave a message.
 - 3.5 To speak to someone in person, please go to the office of your child’s school.
 - 3.6 In order to allow sufficient time to process your application for the beginning of next school year, it is recommended you submit it before June 1 of the current school year. Applications can take up to six weeks to process.
 - 3.7 Parents who are declined a waiver of fees by the Secretary-Treasurer may appeal that decision to the Superintendent. All appeals must be received within fourteen days of notification that the request has been denied.
4. For fees to be waived based on exceptional circumstances, the following are required:
 - 4.1 A detailed letter explaining your circumstances;
 - 4.2 Documents that provide proof of your exceptional circumstance, such as:
 - 4.2.1 Photocopy of your current report card and a cheque stub for Employment Insurance Benefits (name and amount received must be visible).
 - 4.2.2 Letter from your present employer stating your current gross income.
 - 4.2.3 Letter from the school/university you are attending full time or a photocopy of your student loan.

4.2.4 Resettlement assistance program documents.

4.3 Signature of the student(s) school principal. If multiple students are listed on the form only one signature is needed.

5. Final decision rests with the Secretary-Treasurer. Sign and return the completed application form and supporting document(s) to your school or to:

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

It is important to note:

Until you have been notified that your request for a waiver has been approved, you are liable for your assessed fees.

It is our goal to process waiver of fees applications within six weeks of their receipt. If you submitted a waiver of fees application and have not heard back within this time frame, please contact our office.

Phone: 780-778-2800
Toll Free: 1-800-262- 8674
Fax: 780-778-6719
Email: tamara.spong@ngps.ca

Reference: Education Act 57, 59, 197, 222 School Fee Regulation (95/2019) School Transportation Regulation (96/2019)	
	Date Approved: May 30, 2021
	Reviewed or Revised: Executive: May, 2021

References shall be updated as required and do not require additional approval.