

2025-2026 Fee Waiver Application and Instructions

Final consideration for waiver requests will be the Friday of the 1st week of December, in the school year the request is being submitted for.

If your child is enrolled in a program of choice or school of choice or Out of Division student, Mandatory School fees (MSF) and transportation fees will **NOT** be considered for a fee waiver. Ineligible riders do not qualify for Transportation fee waiver; however, School Fee Waiver may be considered.

Complimentary courses, Extra Curricular, Activity and Graduation fees are not eligible for waiver consideration. Fees already paid are not subject to a refund.

1. When a parent has shared custody of one or more child (ren) a **Notice of Assessment** is required from **both parents**.
2. Once amounts are sent for collection, the amount is no longer eligible for fee waiver consideration.

Section A: *MUST* be completed by all applicants. Name of applicants should be for Parent, Guardian, or Independent student. Information in Section A should be for the same person that signed the student registration form. This will be verified prior to processing the application.

Section B: School Fees only Section B may be omitted upon the Principals recommendation (Section C). If there are additional circumstances that directly impact this waiver application, please feel free to attach a separate sheet outlining the details for consideration.

When completing Section B the following documentation to support the application must be provided.

- Photocopies of each adult 2024 official **Notice of Assessment** (available by phoning **1-800-959-8281**) or by going to the website at www.cra-arc.gc.ca/myaccount and setting yourself up for a Government of Canada epass)

Section C: If Section C is not completed you **MUST** complete Section B for a waiver of all Mandatory School Fees (M.S.F.) or a combination of Mandatory School Fees and Transportation Fees. **THIS SECTION IS NOT REQUIRED FOR A WAIVER OF TRANSPORTATION FEES ONLY.**

Section D: Final declaration and other information provided to process the application.

3. Sign and mail, deliver or email the completed application form with supporting document(s) to:

Greater St. Albert Catholic Schools, Transportation Manager
6 St. Vital Avenue, St. Albert, Alberta T8N 1K2
lturnbull@gsacrd.ab.ca

Marked “CONFIDENTIAL”

4. You will be notified of a decision in writing within approximately three weeks, copies of all approvals and/or conditional approvals will be provided to the school principal or designate of the associated school(s).

5. Eligibility for a waiver is based on the combined taxable income for each adult residing at the same address. The following chart of income levels outlines how the waiver of fees will be determined for the 2025-2026 school year. The definition of an adult is an individual who is 18 years old or older.

# of Adults and Children Per Household	100% Waiver	50% Waiver	<p>Note: Each application will be Assessed on its own merit and will only apply to the current school year. This waiver application is in accordance with Administrative Procedure 503 (Uncollectable Fees) posted on the Divisions Website.</p> <p>For Each Additional child, add \$4,973</p>
Single Parent With 1 Child	\$26,023	\$26,024 - \$28,023	
Single Parent with 2 Children	\$31,010	\$31,010 - \$33,010	
Single parent with 3 children	\$36,325	\$36,325 - \$38,325	
Single parent with 4 children	\$41,957	\$41,957 - \$43,957	
Couple with 1 child	\$31,237	\$31,237 - \$33,237	
Couple with 2 children	\$36,634	\$36,634 - \$38,634	
Couple with 3 children	\$41,594	\$41,594 - \$43,594	
Couple with 4 children	\$46,932	\$46,932 - \$48,932	
The Alberta Adult Health Benefit Plan used as a Guideline			

Any application missing information will be returned to the applicant for completion.

Application for 2025/2026 Waiver of Transportation and/or Mandatory Instruction Fees

Please read instructions before completing this application.

SECTION A: (Please print) MUST BE COMPLETED FOR ALL REQUESTS				
<i>Applicant Parent(s)/ Guardian (s) or Independent Student</i>				
<i>Last Name</i>	<i>First Name</i>			
<i>street Address</i>				
<i>City/town</i>				
<i>Postal Code</i>				
<i>Home phone Number</i>	<i>Cellular phone number</i>			
Indicate which fees you want waived for EACH student by placing an X in the appropriate box M.S.F = Mandatory School Fees, Trans = Transportation Fee				
Name of Student (s)	School (s) Attending	Grade	M.S.F	Trans

Has optional fees been paid to the school ☐ **Yes** ☐ **No** (this will be verified with the schools)

SECTION B: CONFIDENTIAL FINANCIAL INFORMATION	
Number of people residing in household: No. adults _____ No. of children _____	
Please complete the following information based on your 2024 income tax return(s) and attach photocopies for each adult from the Canada Revenue Agency a Notice of Assessment .	
	Total Income per Line 260 of 2024 Tax Return
Wage Earner #1 income	\$ _____
Wage Earner #2 income	\$ _____
Other income	\$ _____
TOTAL	\$ _____

SECTION C: This section is not Mandatory. Principal signature is only required if the School Principal is recommending approval - applies to Mandatory Instruction Fees ONLY	
Principal will forward this form to the division's Transportation Manager for processing.	
_____ Principal Signature	_____ Date

SECTION D: FINAL DECLARATION AND OTHER INFORMATION	
I have attached a separate sheet outlining additional details for consideration.	
<i>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.</i>	
_____ Signature	_____ Date

ALL APPLICATIONS WITH INSUFFICIENT INFORMATION WILL NOT BE PROCESSED.

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.

Original –
DO

Office Use Only

Authorized by: _____