

Administrative Procedure 506 – Appendix A

FEE WAIVER GUIDELINES

WHAT IF I CAN'T AFFORD TO PAY SCHOOL FEES?

No child is ever denied access to an education in Wolf Creek Public Schools due to their family's inability to pay. School fees are due beginning of September and we know for some families, this can cause a financial hardship.

1. There are a number of different options to pay school fees.
 - 1.1. Fees can be paid by Instalments
 - 1.1.1. Parents/Guardians can choose to pay central fees in instalments.
 - 1.2. Apply for a Fee Waiver based on Income Level
 - 1.2.1. If you qualify, you may apply for a Division fee waiver for any or all of the following central fees:
 - 1.2.1.1. Curricular fees
 - 1.2.1.2. Non-Curricular fees
 - 1.2.1.3. Activity fees
 - 1.2.2. The Division will waive fees for parents/guardians if they meet certain income guidelines. Income levels are supported by specific documents.
 - 1.2.3. If any of the following situations applies to your family you may apply for a Division fee waiver:
 - 1.2.3.1. You receive assistance from Provincial Social Services
 - 1.2.3.2. You receive the Alberta Child Health Benefit
 - 1.2.3.3. You are a Government Sponsored Convention Refugee
 - 1.2.4. You will be required to produce photocopies of documents to prove your eligibility for a fee waiver.
2. Income Guidelines
 - 2.1. Wolf Creek Public Schools uses the income levels determined by the Provincial Government to qualify families for a fee waiver.
 - 2.2. The Alberta Child Health Benefit (ACHB) plan is for families with limited incomes.
 - 2.2.1. The benefit pays for health services, prescription drugs and dental care

for children up to age 18, and up to age 20 if they live at home, and are attending high school up to Grade 12.

- 2.3. For Information regarding the Alberta Child Health Benefit, please call 1-877-469-5437 (toll free) or visit their website at <http://humanservices.alberta.ca/financial-supporV2076.html>.

Please note it can take several weeks to receive coverage.

- 2.4. ACHB Income Guidelines:

Family Type	Maximum Qualifying Income (effective July 1,2015)
Single parent with 1child	\$26,023
Single parent with 2 children	\$31,010
Single parent with 3 children	\$36,325
Single parent with 4 children	\$41,957
Couple with 1child	\$31,237
Couple with 2 children	\$36,634
Couple with 3 children	\$41,594
Couple with 4 children*	\$46,932
*For each additional child	add \$4,973

3. Principal-Approved Waiver

- 3.1. If you do not meet the criteria described for a fee waiver, you may declare a financial hardship to the Principal.
- 3.1.1. We encourage parents to speak to the Principal regarding unpaid fees so we can work together to find solutions.
- 3.1.2. The Principal will work with you to either come up with a manageable payment schedule, or request of the Division to waive part or all of your fees.
- 3.1.3. Contact Business Services at finance@wolfcreek.ab.ca, or 403-783-3473.

HOW TO APPLY FOR A FEE WAIVER

If you can't afford to pay your fees, the Division offers a fee waiver based on your income level.

1. Information Regarding Fee Waiver Application

- 1.1. Fee waiver applications ([Form 506-1](#)) must be completed annually.

- 1.2. Complete **only one fee waiver application form per family**, listing all names of the children attending WCPS schools and attach the correct documentation.
 - 1.3. Paper applications are available from the school or the Division website.
 - 1.4. Only completed waiver applications that include copies of proper documentation will be processed. To allow sufficient time to process applications for the beginning of the next school year it is imperative applications are submitted as soon as possible. Please allow 4 – 6 weeks for processing. If you have not received a reply from the Division or the school after 7 weeks, please contact Business Services at (403) 783-3473.
2. Appropriate Documents Required to Accompany a Fee Waiver Application
- 2.1. You must provide a photocopy of one of the following documents:
 - 2.1.1. If you receive assistance from Provincial Social Services, provide a photocopy of either:
 - 2.1.1.1. A currently dated Social Services Benefit Card showing applicant's and student(s)' names, or
 - 2.1.1.2. A current letter from Social Services verifying you are in receipt of assistance and the child(ren) listed is/are covered as your dependent(s).
 - 2.1.2. If you receive the Alberta Child Health Benefit, provide a photocopy of:
 - 2.1.2.1. The Alberta Child Health Benefit Card and the letter of confirmation of renewal for the current year.
 - 2.1.2.2. DO NOT send a copy of your Alberta Personal Health Card
 - 2.1.3. If you are Government Sponsored Convention Refugee, provide photocopies of either:
 - 2.1.3.1. Parent(s) "Confirmation of Residency" papers indicating Convention Refugee and a current Citizenship and Immigration cheque stub, or
 - 2.1.3.2. A copy of current dated Interim Federal Health Certificate of Eligibility for applicant and children.
3. Submitting a Fee Waiver Application
- 3.1. You can choose one of the following ways to submit the Fee Waiver Application
 - 3.1.1. Scan and email the required documents to finance@wolfcreek.ab.ca,
 - 3.1.2. Bring the required documents to your respective school,
 - 3.1.3. Fax to: 403-783-3483, or
 - 3.1.4. Mail to: Wolf Creek Public Schools
Attention: Business Services
6000 Highway 2A
Ponoka, AB T4J 1P6