

## Applying for a Fee Waiver 2023-2024

Each fiscal year, Calgary Arts Academy budgets an amount for families who are unable to cover the costs of School Resource fees. Families must re-apply every year. Waivers are for a maximum of 50% of the School Resource fees only. We are not able to provide waivers for transportation or lunchroom supervision fees.

### To Qualify

The gross income of all parents, who have a financial responsibility to the child, must be less than the “Low Income Cut-offs Guidelines” chart listed below.

### To Apply

**You must register your child using Family Zone and remit 50% of the School Resource fee.**

Once completed, fill out a waiver form with a copy of all parents most recent GST Notice as well as proof of any enrolment for any of the above services. To finalize the application, the applicant must provide a copy of the GST notice issued in July. This is due by the start of the new school year.

Each waiver application is considered separately. Qualifying families must apply every year.

Applications, fully completed with the required supporting documentation, are **due by April 30** of the preceding school year. Families will be notified if their application is approved.

## Completing the Waiver Application

1. Complete only one application per family. List all of your children attending Calgary Arts Academy. Forms are available at the school and on the school's website.
2. Attach *photocopies* of any required documentation, as noted above.
3. Sign and date your application.
4. Submit your application marked "Private & Confidential" to:

Calgary Arts Academy Society  
Finance Department  
640 – 14 Avenue SE  
Calgary, AB T2G 1E8

We regret that we are unable to accept faxed or photocopied applications.

5. Applicants will be advised of the result of their application by the end of September.
6. This application process must be completed each year.

### Low Income Cut-Off Guidelines

Size of Family	Total Income
2 persons	\$ 34,254
3 persons	\$ 42,111
4 persons	\$ 51,128
5 persons	\$ 57,989
6 persons	\$ 65,401
7 or more persons	\$ 72,814

## Fee Waiver Application Form – 2023-2024

### Parent Information

<b>Parent 1 Full Name</b>	<b>Parent 2 Full Name</b>
<b>Address</b>	<b>Address</b>
<b>Postal Code</b>	<b>Postal Code</b>
<b>Home Phone Number</b>	<b>Home Phone Number</b>
<b>Alternate Phone Number</b>	<b>Alternate Phone Number</b>
<b>Email Address</b>	<b>Email Address</b>

### Student Information

<b>Student Name</b>	<b>Grade</b>

### Authorization

The personal information contained on this form is collected and protected 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 Secretary / Treasurer at (403) 532-3020, extension 8413.

I certify that the information provided on this application and any attached documents are correct and complete. I also understand that financial and other information provided is confidential.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Regretfully, applications with incomplete or missing information cannot be processed. Please contact the Secretary / Treasurer's office if you have any questions.

Waivers are provided for as long as the budgeted amount is available.