



IMPORTANT: The application has changed. Read all information before starting.

1. If qualified, waivers cover:
  - o Eligible transportation fees for students who meet the funding eligibility criteria as per Alberta Education;
  - o Lunch supervision fees; and
  - o Student council fees.
2. Waivers do not cover:
  - o Ineligible transportation fees for students who do not meet the funding eligibility criteria as per Alberta Education;
  - o Additional bus for students requiring a different bus route;
  - o Activity/field trip fees;
  - o Optional course fees;
  - o Extracurricular fees;
  - o Non-curricular goods, services and travel; and
  - o Alberta non-resident and international student fees.
3. For fees not covered by the waiver, or if your household does not qualify:
  - o for transportation fees, a payment plan application may be completed if your transportation fees exceed \$300. Click [HERE](#) for information on the payment plan application; and
  - o contact your school principals to discuss options if you are unable to pay the full amount of school fees when due.
4. Busing will not be available until fees are paid or waived. Apply early to avoid delays as it may take three weeks to process your application.
5. The following chart of family income levels outlines how the waiver of fees will be determined for the 2024-25 school year. Statistics Canada information is used as the guideline.

# per household	100% Waiver	50% Waiver
2 people	< \$33,639	\$33,640 - \$44,740
3 people	< \$41,356	\$41,357 - \$55,003
4 people	< \$50,212	\$50,213 - \$66,782
5 people	< \$56,950	\$56,951 - \$75,743
6 people	< \$64,230	\$64,231 - \$85,426
7 or more people	< \$71,511	\$71,512 - \$95,110

6. Section B: Supporting Documentation requires the Applicant and their spouse/partner to provide proof of income statements from Canada Revenue Agency (CRA), unless:
  - o they are an independent student;
  - o they are newcomers to Canada and have never filed income tax forms with CRA; or
  - o they are receiving Alberta Income Support or AISH Benefits.

Click [HERE](#) for information on how to get your proof of income statement(s)

**Online:** Login to [CRA My Account](#) and select [Proof of income statement](#) from the [Tax returns](#) tab. [Print/Save PDF](#).

**Phone:** Call 1-800-267-6999 to request a copy be mailed to you.

**IMPORTANT:**

- ❖ Your application cannot be assessed if you don't provide the documentation requested and it may be disqualified.
- ❖ Photos need to be readable and a complete document – shows your name, address, reporting period and corresponding pages. Partial photos and screenshots are not acceptable.

7. If you have experienced a loss of income since filing your 2023 income tax forms, contact Financial Services at 780-417-8200 for help with your application.
8. We will verify the information you provide us with the information in PowerSchool. Your application may be delayed if there are discrepancies. Ensure your information is always up to date by contacting your children's schools when a move or change has occurred.
9. The application deadline is Dec. 16, 2024. If you arrive to EIPS after the start of the school year, you have 45 days from the date of registration to apply for the waiver. No applications will be accepted after this time.
10. A) Email your application to [fees@eips.ca](mailto:fees@eips.ca) OR  
 B) Deliver to: Secretary-Treasurer (CONFIDENTIAL)  
 Elk Island Public Schools Central Services  
 683 Wye Road, Sherwood Park, AB T8B 1N2

\*Due to privacy concerns, we are not able to accommodate fax submissions.

11. A letter of confirmation will be emailed to you within three weeks. If you have not received a response, check your junk email or call Financial Services at 780-417-8200.



The personal information you provide is being collected to determine your eligibility for a waiver of fees. If you choose to apply, the personal information you provide will then be used and disclosed in the application process for eligibility verification. The personal information provided is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used and disclosed in accordance with section 34 to 40 of the Act. If you have questions about the collection or use of your personal information, contact Elk Island Public Schools' FOIP Coordinator at 780-464-3477.

SECTION A: APPLICANT'S INFORMATION

Applicant (Parent/Guardian/Independent Student) form with fields for Surname, First name, Primary phone, Address, City, Postal Code, Email, Number of people residing in the home: Adults, Children.

Co-applicant (Spouse/Partner) form with fields for Surname, First name, Primary phone.

Table with 5 columns: Surname, First Name, What school is the student attending?, Grade, Is Busing Used. Includes 5 rows for listing EIPS students living with the applicant.

SECTION B: SUPPORTING DOCUMENTATION

- 1. Independent students: Attach a copy of your Independent Student Declaration form signed by the Principal or School Counselor.
2. Newcomers to Canada: If you have never filed a Canadian income tax form, attach copies of both applicants' permanent resident cards, temporary work permits or other visitor documents.
3. Income Support or AISH: If you are receiving Alberta Income Support or AISH benefits, provide:
1) a current copy of your Health Benefits Card which lists the students as your dependents; OR
2) a copy of your Alberta Works Health Benefits Card which lists the students as dependents AND the confirmation/renewal letter - both documents must be provided.
4. All other applicants: Attach a copy of both applicants' 2023 proof of income statements from CRA. See item 5 on page 1.

Table with 2 columns: Applicant, Co-applicant. Rows for Taxable income - Line 26000.

SECTION C: EXCEPTIONAL CIRCUMSTANCES

If you have experienced a significant loss of income, please call Financial Services at 780-417-8200 to determine applicable documentation.

SECTION D: CERTIFICATION

- I CERTIFY the information provided is correct and complete. I understand that if the requested documentation is not provided, my application cannot be processed and may be disqualified.
I CONFIRM EIPS can email me concerning this application.

Applicant's Signature (Parent/Guardian/Independent Student)

Date