

## Applying for a School Fee Subsidy

### Checklist for completing 2018-19 School Fee Subsidy

- Read the information section below.
- Fill out the parent and student information sections.
- Sign and date the application
- Attach a **photocopy** of the **required documents** (see information section below). Copies will not be returned.
- Place this form and attached documents into an envelope, marked "Confidential – Subsidy Form" on the envelope, and deliver to the office of your child's school or you can mail it to the address on top of this form.

### Information Regarding School Fee Subsidy

- Complete only one application form per family, listing all names of your children attending CGS
- It is recommended you submit your application as soon as possible, only complete School Fee Requests will be processed.
- Applications may be submitted at any time but are due before September 01. Allow 3 weeks for processing. After September 21, if you have not received a reply call please call 403-252-0702 ext 101.
- Applications may be faxed to 403-252-0717 or emailed to [wendy.juergens@calgarygirlsschool.com](mailto:wendy.juergens@calgarygirlsschool.com)
- School Fee Subsidy Requests must be completed annually. Forms are available at the schools and on the CGS website.
- Parents may request a subsidy for the transportation fee, technology fee, instructional materials fee, and the enrichment fee. There is no subsidy for the Lunchroom Supervision Fee (External Provider). For qualifying families, the Calgary Girls' School may provide a subsidy to a maximum of 50% of the annual transportation fee. Subsidy requests are handled on a case by case basis.
- If you have questions, please phone Wendy at 403-252-0702 ext 101. To speak in person, please attend the office of your child's school.
- Applications without proper documentation will not be processed. Attach a photocopy of the documentation that applies to your family's situation:
  1. If you receive assistance from Provincial Social Services
    - a. Attach a photocopy of one of the following:
      - i. A currently dated Social Services Benefit Card showing applicant's & student(s) names.  
**Or**
      - ii. A current letter from Social Services verifying you are in receipt of assistance & the children listed are covered as your dependents.
  2. If you are low income but not on Provincial Social Services
    - a. Attach a photocopy of one of the following:
      - i. The Alberta Child Health Benefit card and the letter of confirmation of renewal for the current year – DO NOT send Alberta Personal Health Card.  
**Or**
      - ii. A copy of your current Alberta Adult Health Benefit card with all children's names and card expiry date year – DO NOT send Alberta Personal Health Card.
  3. If you are Government Sponsored Convention Refugees
    - a. Attach a photocopy of both of the following:
      - i. Parent(s) "Confirmation of Residency" papers indicating Convention Refugee and a current Citizenship & Immigration cheque stub.  
**And**
      - ii. Copy of current dated Interim Federal Health Certificate of Eligibility for applicant and children.
  4. If you have Treaty Status:
    - a. Attach a photocopy of all of the following:
      - i. Treaty Status card and Notice of Assessment(s) for parents/guardians (this is the only situation in regard to which any form of income tax papers will be accepted).  
**And**
      - ii. Treaty Status card for each of the children (or a letter from your band verifying each child has treaty status).

If the above means tests do not apply to your situation you are invited to submit a letter describing other potentially qualifying circumstances.

### Terms and Conditions

- The Parent/Guardian promises to pay the appropriate annual service fees or school fees should this subsidy be denied.
- The Parent/Guardian agrees that if a cheque is dishonored for any reason, the Parent/Guardian shall be liable to pay to CGS an NSF fee of **\$20**, in addition to the fee for service.

**DO NOT** attach any of the following to your application, as they **are not** acceptable:

- Pay stubs from your place of employment or Employment Insurance documents
- Workers Compensation documents
- Income Tax documents or Child Tax Benefit documents

**Note:** If you have questions regarding the Health Benefit call 1-877-469-5437 (toll free number).

Updated: 4/12/2018



**2018-19**

Completed forms are due by September 01, 2018

**School Fee Subsidy Request**

The Calgary Girls School will provide a School Fees subsidy for parent/guardians if they meet income guidelines. Copies of the required documentation must be submitted along with a completed copy of this form. Fee subsidy is available for the following fees: Instructional Resources, Transportation (max. 50%), Technology, and Enrichment. Noon supervision is an external service that sets its own fees.

**Please Print Clearly**

Parent/Guardian (Students' Primary Residence)		
Last Name	First Name	Home Phone
Address		Work Phone
City	Province	Cell Phone
Postal Code	Email	

**Please include the names of all CGS students living with parent/guardian above in the space provided below.**

Student(s)		
Last Name	First Name	Grade

**What subsidy are you requesting:**

Fee Type	Amount by Grade	Family Contribution	Requested Subsidy
Instructional Resources	Grade 4-5 \$115 Grade 6-9 \$160		
Technology (currently under review)			
Transportation *Maximum Subsidy 50%	Grade 4-9 \$850		
Enrichment	Grade 4-9 \$75		
Lunchroom Monitoring * External Fee	Grade 4-9 \$165	\$165.00	\$0.00*

**Authorization for Release of Information/Acceptance of Terms and Conditions**

The personal information contained in this form is collected under the authority of the School Act and of the Freedom of Information and Protection of Privacy Act (Alberta) for the purposes noted. If you have any questions about this collection, please contact the secretary-treasurer at [wendy.juergens@calgarygirlsschool.com](mailto:wendy.juergens@calgarygirlsschool.com).

**In signing this form:**

I certify that the information and documents demonstrating proof of eligibility are correct and complete. I also understand that financial and other information provided is confidential.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

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