



Applying for a School Fee Subsidy

Checklist for completing 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 CGCS
- 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 1. Allow 3 weeks for processing. After September 21, if you have not received a reply call please call 403-220-0745 ext 4002.
- Applications may be faxed to 403-252-0717 or emailed to wendy.juergens@calgarygirlsschool.com
- School Fee Subsidy Requests must be completed annually. Forms are available at the schools and on the CGCS 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 Charter 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.
- 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 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).
5. 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 CGCS an NSF fee of **\$20**, in addition to the fee for service.

DO NOT attach any of the following to your application:

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