



School Fee Grant Request

2024-2025

In accordance with [Administrative Procedure 506](#) (Fee Grants), Calgary Girls Charter School will provide a 2024-2025 school fee grant for parents/guardians if they meet income guidelines outlined below. Copies of the required documentation must be submitted, along with a completed application form to be eligible for the grant program.

Please note, grants may not be approved if any student(s) in the family have outstanding fees from previous years. For families who have already paid their school fees, upon approval of this grant form, the grant portion will be refunded.

Grant applications will not be accepted after **October 1st, 2024**.

Checklist for Completing School Fee Grant

- 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. **No documents – no grant**. CGCS will not be responsible to obtain copies of appropriate documentation from families -
- Families are responsible for ensuring all documentation has been submitted prior to the deadline.
- Place this form and attached documents in an envelope marked “**Confidential – Attention: Board Office CGCS**” and deliver to Lakeview Campus office. Alternatively, families can email all documents in one email to cgcsFees@mycgcs.ca - **Subject line: 2024-25 Grant Application**

Information Regarding School Fee Grants

- Complete only one application form per family, listing all names of your children attending CGCS.
- Applications are due on/before **October 1st, 2024**.
- Allow 3 weeks for processing. Only completed School Fee Grant requests will be considered
- School Fee Grants Requests must be completed annually.
- Applications are available at the school office and on the CGCS website.
- Parents/Guardians may request a grant for a portion of the transportation fee, instructional materials fee and the enrichment fee. There is no grant for the Lunchroom Supervision Fee (provided by an external provider).

Applications without proper documentation will not be processed.

Documentation Required

Please attach a photocopy of the documentation that applies to your family's situation:

1. If you receive assistance from Provincial Social Services, attach a photocopy of one of the following:
 - a. A currently dated Human Services/Assistance Benefit Card showing applicant's & student(s) names.
Or
 - b. A current letter from Human Services/Assistance 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 Human Services/Assistance, attach a photocopy of one of the following:
 - a. 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
 - b. 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 Identification Card.
Or
 - c. A copy of your current Calgary Fair Entry

3. If you are Government Sponsored Convention Refugees attach a photocopy of both the following:
 - a. Parent(s) "Confirmation of Residency" papers indicating Convention Refugee and a current Citizenship & Immigration cheque stub **AND**
 - b. Copy of current dated Interim Federal Health Certificate of Eligibility for applicant and children

4. If you have Treaty Status, attach a photocopy of all of the following:
 - a. 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**
 - b. 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 grant be denied.
- 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



CGCS Grant Application Form 2023-2024

Family and Student Information.

Student Last Name, First Name, Grade <ul style="list-style-type: none"> ● Please list all children at CGCS on one application form ● Identify the student(s) grade 	
Parent/Guardian Last Name, First Name	
Parent/Guardian Address (Students' Primary Residence), including city, country and postal code	
Phone Number:	
Email:	

Requested Grants. Please complete the table

Fee Type	Fee Charged	Family Contribution	Requested Grant Amount
Transportation <i>Maximum Grant - \$365</i>	Grades 4 - 9 - \$1050		
Instructional Resource <i>Maximum Grant - Grades 4 - 5 \$40</i> <i>Maximum Grant Grades 6 - 9 \$50</i>	Grades 4 - 5 - \$145 Grades 6 - 9 - \$175		
Enrichment Fee <i>Maximum Granted - \$25</i>	Grades 4 - 9 - \$75		
Example: Transportation *max grant - \$365	Grade 4-9 \$1,050	\$750	\$300

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.

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.

Full Name: _____

Signature: _____

Date: _____