



2022-2023 School Fee Subsidy Request

Completed forms are due by September 1

Before completing this application form, please read all instructions on the reverse side of this form.

The Calgary Girls Charter School may 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.

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 CGCS students living with parent/guardian above in the space provided below.

Student(s)		
Last Name	First Name	Grade

Fee Type	Total Fee Amount	Family Contribution	Requested Subsidy
Transportation *Maximum Subsidy \$425	\$1050		

Authorization for Release of Information/Acceptance of Terms and Conditions

The personal information contained in this form is collected under the authority of the Education 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 admin@mycgcs.ca.

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: _____

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 in an envelope marked “Confidential – Subsidy Form” and deliver to the office of your child's school or email to admin@mycgcs.ca.

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 completed School Fee Subsidy 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 4000.
- Applications may also be emailed to admin@mycgcs.ca.
- 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. For qualifying families, the Calgary Girls Charter School may provide a subsidy to a maximum of \$340 of the annual transportation fee. Subsidy requests are handled on an individual 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 and student(s) names.
Or
 - ii. A current letter from Social Services verifying you are in receipt of assistance and 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 all applicable NSF banking fees.

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

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