

**SECTION A: FAMILY INFORMATION**

Applicant (Parent/Guardian/Independent Student)			
Surname	First name	Primary phone	
Address		Secondary phone	
City	Postal Code	Email	
Number of people residing in the home	Adults _____	Children _____	

List the names of St. Albert Public Schools (SAPS) students living with the applicant			
Surname	First Name (preferred)	School in 2023-24	Grade

**SECTION B: SUPPORTING DOCUMENTATION (Required for ALL adults in the household)**

- 2022 Proof of Income statement or Notice of Assessment from CRA (*DO NOT provide tax return forms*); OR
- Alberta Works Health Benefit card and letter of confirmation/renewal for the current year, which lists the students as your dependents; OR
- Social Services Health Benefits card for the current month, which lists the above students as your dependents; OR
- Independent Student Declaration signed by the Principal; OR
- Write a letter explaining your extenuating circumstances. You must include documentation to support your claim. For example:
  - Letter from your present employer(s) verifying current gross income
  - Disability payment information from your insurer
  - Employment Insurance current claim information from Service Canada showing the start and end date of your claim and benefit rate
  - Proof of full-time enrolment for the fall and winter sessions at a post-secondary school/university

**SECTION C: PERMISSION TO EMAIL**

- YES, St. Albert Public Schools can email me with respect to this application.

I CERTIFY the information provided in this application, and in any documents attached, is correct and complete. I also understand that financial and other information provided above is confidential.

 \_\_\_\_\_  
 Signature (Parent/Guardian/Applicant)

 \_\_\_\_\_  
 Date

<b>Internal use</b>	
Transportation Fees: <input type="checkbox"/> Eligible <input type="checkbox"/> Division Eligible <input type="checkbox"/> Division Ineligible <input type="checkbox"/> Second Bus	Date Received _____
Notes: _____	
Approval: <input type="checkbox"/> 50% <input type="checkbox"/> 100% <input type="checkbox"/> Does not qualify	
Reviewer _____	Approver _____

**IMPORTANT INFORMATION**

1. **Final application deadline is Dec. 15, 2023, or if new to SAPS, the later of Dec. 15, 2023 or 45 days of registration. No applications will be accepted after this time.**
2. **Busing will not be available until fees are paid or waived. Note, it may take up to three weeks for your application to be processed.**
3. Waiver covers transportation fees for students attending their designated school, second bus fee.
4. Waivers do not cover transportation fees for students attending a non-designated school or who are non-resident.

If you wish to access the payment plan for transportation fees, information is available on the website or by contacting Transportation at 780-460-3712.

5. Submit ONE application per family.
6. **Supporting documentation must be submitted with your application and must be a copy of the true document. Screen shots or partial photos will not be accepted. Incomplete applications will delay processing and may be denied. Review your application carefully before you submit.**

Submit once:

- a) Email PDF file(s) to [transportation@spschools.org](mailto:transportation@spschools.org).
- b) Hand deliver in a sealed envelope to any SAPS school office addressed to the Transportation Manager (CONFIDENTIAL)
- c) Hand deliver or mail to:  
 St. Albert Public Schools  
 Attention: Transportation Manager (CONFIDENTIAL)  
 60 Sir Winston Churchill Ave, St. Albert, AB T8N 0G4

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

7. You are responsible for your fees until such time as you have received approval notification from our office. It is our goal to process the Waiver of Fees within three (3) weeks of receiving your application. If you have not heard from our office within a reasonable period, please contact us at 780-460-3712.
8. Freedom of Information and Protection of Privacy – Notification of Use: The information collected on this form is for the purpose of processing this Application for Waiver of Fees. This personal information is collected pursuant to the provisions of the FOIP Act, section 33(c). If you have any questions about the collection and use of the information, please contact SAPS' FOIP Coordinator, 60 Sir Winston Churchill Ave, St. Albert, AB T8N 0G4, phone: 780-460-3712.

The following chart of family income levels outlines how the waiver of fees will be determined for the 2023-24 school year.

Number of adults and children per household	100% Waiver	50% Waiver
2 people	<\$29,219	\$29,220 - \$38,861
3 people	<\$35,921	\$35,922 - \$47,775
4 people	<\$43,614	\$43,615 - \$58,007
5 people	<\$49,466	\$49,467 - \$65,790
6 people	<\$55,790	\$55,791 - \$74,200
7 or more people	<\$62,114	\$62,115 - \$82,611

*Statistics Canada information used as a guideline*