

ADMINISTRATIVE PROCEDURE 505 School Fees - (Form 505-1)
APPLICATION FOR WAIVER OF EXTRA-CURRICULAR FEES & ANY FEE LESS THAN \$150

This form is to be used in the event that you cannot pay:

- **Extra-Curricular Fees;** or
- **Any Fees that are less than \$150**

Please submit a signed and completed application form, in a sealed enveloped marked CONFIDENTIAL, to the school Principal. Only one form needs to be completed per family when all children attend the same school; otherwise, a form for each school will need to be completed. In addition, only one form per school year needs to be completed.

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 Extra Curricular Fees and Fees less than \$150 within three (3) weeks of receiving your application. If you have not received a reply from the School within a reasonable period of time, please contact the school Principal. Contact information can be found on the school website via www.mhcbce.ab.ca

Name of Student(s) (please print): _____

Name of School: _____

Type of Fee (please describe the fee(s) to be waived): _____

Reason for Request to Waive Fees:

Parents please note that once you have completed this form, please contact the school office to make arrangements to meet with the Principal.

SIGNATURE:

Parent Name (please print): _____

Date: _____

Parent Signature: _____

Approved

Not Approved

Principal Signature: _____

Date: _____