



Transportation Charge and School Fee Subsidy

MUST BE SUBMITTED ANNUALLY AND APPROVED PRIOR TO BUS PASS ISSUE

PLEASE READ BOTH SIDES PRIOR TO FILLING OUT FORM and complete section A and either section B OR C

SECTION A: PARENT/GUARDIAN AND FAMILY INFORMATION			
Last Name	First Name		
Street Address	City	Province	Postal Code
Home Telephone No	Business Telephone No.	Email address (Please include an email if you would like notification of approval)	

School year: _____

I am applying for a subsidy for (please select one or both):
 Transportation Charge
 School Fees

Number of people residing in household: _____

Name of Child(ren) Include all)	School(s) Attending

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

Signature

Date

Please complete either Section B below or Section C on Page 2:

SECTION B: SUBSIDY FOR EXCEPTIONAL CIRCUMSTANCES

My circumstances are exceptional and I have spoken to a principal and had the form **signed by the principal below.**

To receive a Section B waiver, meet with one of your principals to describe your situation. The school will submit the waiver on your behalf once the principal has signed the form.

Principal's signature (for Section B applications only)

% Waived

SECTION C: SUBSIDY BASED ON CONFIDENTIAL FINANCIAL INFORMATION

I have attached a copy of the most recent **OPTION C FORM** for **ALL adults in the household**. Option C's may be obtained at no charge by calling the Canada Revenue Agency at **1-800-959-8281** or online with **CRA My Account**.

The following chart of family income levels outlines how the waiver of fees will be determined for the school year under Section C:

<u># of Adults and Children Per Household</u>	<u>100% Waiver</u>	<u>50% Waiver</u>
2 persons	< \$29,035	\$29,035-\$34,842
3 persons	< \$35,695	\$35,695-\$42,833
4 persons	< \$43,339	\$43,339-\$52,007
5 persons	< \$49,153	\$49,153-\$58,984
6 persons	< \$55,438	\$55,438-\$66,525
7 or more persons	< \$61,721	\$61,721-\$74,066

Statistics Canada Low Income Cut Off, Market Basket Measure and Consumer Price Increase used as a guideline

Sign and mail the completed application form with supporting document(s) to:

**Fee Subsidy Processing
1040 Hollywood Road S
Kelowna, BC, V1X 4N2**

**Mark "CONFIDENTIAL" on
the
envelope**

It is our goal to process your application within 2 weeks of the receipt date. If you have submitted a subsidy request and have not heard back with a reasonable time frame please contact our office at 250.860.8888.

Please note that approvals are only for one school year and that you must reapply every year for the subsidy.