



## **Applying for a Transportation Subsidy**

If any one of the following applies to your family, complete the attached Transportation Subsidy form (available from the school office), attach proper documentation (applicant's name must be on the documentation) and bring to the **Lakeview office** by the **Fee Payment Deadline**.

1. We receive assistance from Provincial Social Services.
  - **Attach a photocopy of one of the following:**
    - A currently dated Social Services Benefit Card showing applicant's & student(s) names
    - A current letter from Social Services verifying you are in receipt of assistance & the child(ren) listed are covered as your dependant(s)
  
2. We are low income but not on Provincial Social Services.
  - **Attach a photocopy of one of the following:**
    - The Alberta Works Child Health Benefit card **and** the letter of confirmation of renewal for the current year – DO NOT send Alberta Personal Health Card

- **Note:** Low-income families who receive Health Benefits from other companies can still receive coverage through Alberta Works Child Health Benefits at no charge.

**DO NOT** attach any of the following to your application, as they **are not** acceptable:

- Pay stubs from your place of employment
- Employment Insurance documents
- Workers Compensation documents
- Income Tax documents
- Child Tax Benefit documents

If you have questions regarding the Alberta Child Health Benefit program, please call 310-0000 then dial 780-427-6848 (toll free number).

Subsidy requests will be considered on a case by case basis. It is the practice of the Calgary Girls' School to **offer partial subsidy only**. Requests for full subsidy are not able to be accommodated.

**Requests must be received by Fee Payment Deadline.**



**TRANSPORTATION SUBSIDY APPLICATION FORM  
PARENTAL INFORMATION (Please Print)**

Full Name Father:	Full Name Mother:
Address:	Address:
Postal Code	Postal Code
Home Phone #	Home Phone #
Alternate Phone #	Alternate Phone #
E-mail	E-mail

**STUDENT INFORMATION**

Please provide the following information for each student

Student name	Grade Entering	Family Contribution	Requested Subsidy Amt.

**AUTHORIZATION**

The personal information contained on this form is collected under the authority of the School Act and of Alberta's Freedom of Information and Protection of Privacy Act for the purposes noted above. If you have any question about this collection, please contact the Secretary Treasurer at the School Office: 403-220-0745

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

**The School's ability to respond to subsidy requests will be determined by available financial resources. No full subsidies are able to be offered.**

**APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Completing the Transportation Subsidy**

- Complete **only one** application per family. List all your children attending our school.
- Attach **photocopies** of supporting documentation for your claim (copies will not be returned). Required documentation is outlined on first page of this package.
- Sign and date your application – faxed or photocopied applications will not be accepted. Only forms with an actual ink signature will be processed.
- Bring application to: The Calgary Girls' School office, Lakeview Campus
- Allow 1-2 weeks for processing.
- Subsidy forms must be completed for each year. Forms are available at the school office.
- Subsidy arrangements will be made on a case-by-case basis.
- Incomplete applications will not be considered.
- Subsidies are not automatically given. It is expected that families will contribute a portion of the fee.