



## **2025-2026 School Fee Grant Request**

1. The Calgary Girls Charter School will provide a 2025-2026 school fee grant for parents/guardians if they meet income guidelines.
2. Copies of the required documentation must be submitted along with a completed copy of this form to be eligible for the grant program.
3. Grants will not be approved if any student(s) in the family have outstanding fees from previous years.
4. For those who have already paid their school fees, upon approval of this grant form, the grant portion will be refunded or used as credit for other fees.
5. Grant applications will not be accepted after **October 14, 2025**.

### **Checklist for Completing School Fee Grant**

- 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. No documents – no grant. CGCS will not be responsible to obtain copies of appropriate documentation from families - Families are responsible for ensuring all documentation has been submitted prior to the deadline.
- Place this form and attached documents in an envelope marked “Confidential – Grant Form” and deliver to the office of your student’s school or email to: [CGCSFees@mycgcs.ca](mailto:CGCSFees@mycgcs.ca) - Subject line: 2025-26 Grant

### **Information Regarding School Fee Grants**

- 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.
- Applications may be submitted at any time but are due on/before **October 14, 2025**. Allow 3 weeks for processing. Only completed School Fee Grant Requests will be processed.
- School Fee Grants Requests must be completed annually. Forms are available at the school office and on the CGCS website.  
Parents/Guardians may request a grant for the transportation fee, instructional materials fee and the enrichment fee. There is no grant for the Lunchroom Supervision Fee (External Provider).

Applications without proper documentation will not be processed.

Please 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 Human Services/Assistance Benefit Card showing applicant's & student(s) names.  
Or
    - ii. A current letter from Human Services/Assistance verifying you are in receipt of assistance & the children listed are covered as your dependents.
2. If you are low income but not on Provincial Human Services/Assistance
  - 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 Identification Card.  
Or
    - iii. A copy of your current Calgary Fair Entry
3. If you are Government Sponsored Convention Refugees
  - a. Attach a photocopy of both 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. Students who were on the subsidy program in prior years, maybe grandfathered into the Grant program.

**Terms and Conditions**

- The Parent/Guardian promises to pay the appropriate annual service fees or school fees should this grant be denied.
- 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

# CGCS Grant Application Form 2025-2026

**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

**What Grant are you requesting?**

Fee Type	Amount by Grade	Family Contribution	Requested Subsidy
<b>Transportation</b> <i>*max grant - \$365</i>	Grade 4-9 \$1,050		
<b>Instructional Resources</b> <i>*max grant – Grades 4 and 5 - \$40</i> <i>*max grant – Grades 6 to 9 - \$50</i>	Grade 4-5 \$115 Grade 6-9 \$160		
<b>Enrichment</b> <i>*max grant - \$25</i>	Grade 4-9 \$75		
<b>Lunchroom Monitoring</b> <i>* External Fee- no grants allowed</i>	Grade 4-9 \$180	\$180	No Grants due to outside contractor

<b>Example:</b> <b>Transportation</b> <i>*max grant - \$365</i>	<b>Grade 4-9 \$1,050</b>	<b>\$750</b>	<b>\$300</b>
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### **Authorization for Release of Information/Acceptance of Terms and Conditions**

The personal information contained in this form is collected under the authority of the School Act and of the Freedom of Information and Protection of Privacy Act (Alberta) for the purposes noted.

### **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.

Full Name: \_\_\_\_\_

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

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