

SD42 PROCEDURE 9801.1

FEES AND FINANCIAL HARDSHIP – FEE REDUCTION OR WAIVER

PURPOSE

To provide a consistent, fair process for considering fee reduction or waiver requests where cost may be a barrier to student participation in educational programs and activities.

SCOPE

This procedure applies to requests submitted using [Form 9801.1 Fees – Financial Hardship – Fee Reduction or Waiver Request](#) for school-related fees where financial hardship may prevent participation. School-related fees include fees for school bus transportation managed by the district's Transportation Department.

DEFINITIONS (as used on the form)

- Parent(s)/guardian(s): the primary applicant and their legally married or common-law partner living in the same household.
- Household members: the parent(s)/guardian(s) and their dependents of the parent(s)/guardian(s) living in the same household as the applicant.
- Gross household income: total income (Line 150 of the Canada Revenue Agency Notice of Assessment) for all parent(s)/guardian(s) referred to above.
- Low income thresholds: derived from [Statistics Canada before-tax low income cut-offs](#) (LICOs) as stated on the form.

SUPPORTING DOCUMENTATION

Applicants may be requested to submit:

- Proof of residency; and
- The most recent Canada Revenue Agency Notice of Assessment for the parent(s)/guardian(s) contributing to household income, as specified on the form.

DECISION-MAKING AUTHORITY

The school principal or designate is responsible for reviewing requests and determining the appropriate outcome, consistent with this procedure, which may include:

- a full fee waiver,
- a partial fee reduction, or
- another reasonable fee arrangement,

STANDARD ELIGIBILITY (FULL WAIVER)

Where combined gross household income is significantly below the applicable low-income threshold, and payment of the fee would present a barrier to participation, a full waiver of eligible fees may be approved.

PARTIAL REDUCTIONS (GRADUATED SUPPORT)

Where combined gross household income is below or near the applicable low-income threshold, but not at a level that warrants a full waiver, the principal or designate may approve a partial fee reduction using the graduated support framework below.

Graduated Support Framework

Household Income as a Percentage of the Applicable Low-Income Threshold:

Household Income	Support Available
Below 60% of the threshold	Up to 100% waiver
60% to 75% of the threshold	Up to 75% fee reduction
75% to 90% of the threshold	Up to 50% fee reduction
90% to 100% of the threshold	Up to 25% fee reduction
Above 100% of the threshold	Not eligible, unless exceptional financial circumstances are demonstrated

Percentages are applied to the applicable Statistics Canada low-income threshold based on household size, as set out on Form 9801.1 and updated annually.

Application of Discretion

Within each income band, the level of support approved may take into account:

- the size of the fee,
- the number of students in the household affected by the fee, and
- whether payment of the fee would prevent participation.

EXCEPTIONAL CIRCUMSTANCES

Where household income exceeds the low-income threshold, but exceptional financial circumstances are demonstrated, the principal or designate may approve a partial reduction or other reasonable arrangement, consistent with the intent of avoiding barriers to participation.

DOCUMENTATION OF THE DECISION

The decision outcome must be recorded on Form 9801.1 and must indicate one of the following:

- Approved – Full Waiver
- Approved – Partial Reduction (with amount/arrangement noted)
- Denied

Completed forms must be retained in accordance with School District records management and privacy requirements.

If the request pertains to school bus transportation fees only, the applicant should submit the form to the transportation department directly at transportation@sd42.ca.

PRIVACY AND INFORMATION HANDLING

All personal information collected, used and retained under this procedure must be managed in accordance with the School Act, the Freedom of Information and Privacy Act, and school district privacy policies and procedures.

Requests will be handled confidentially and with dignity and respect.

COMMUNICATION

Schools are responsible for ensuring that families are informed that financial hardship supports are available and that requests are handled sensitively and confidentially.

ESTABLISHED: September 2026