



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	

School year: _____

Number of people residing in household: _____

I am applying for a subsidy for (please select one or both):

		Name of Child(ren) (List all)	School(s) Attending
☐ Transportation Charge	☐ School Fee		
☐ Transportation Charge	☐ School Fee		
☐ Transportation Charge	☐ School Fee		
☐ Transportation Charge	☐ School Fee		
☐ Transportation Charge	☐ School Fee		
☐ Transportation Charge	☐ School Fee		

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 **PROOF OF INCOME STATEMENT** for **ALL PARENTS/GUARDIANS in the household**. Proof of Income Statements may be obtained at no charge from the Canada Revenue Agency online via CRA My Account or by mail. See more information below.

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

# of Adults and Children Per Household	100% Waiver	50% Waiver
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:

Subsidy Processing
Subsidy@sd23.bc.ca
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.

For Transportation Services, a separate application must also be completed. Approval for the subsidy does not guarantee approval for school bus transportation.

More Information on obtaining Proof of Income Statement from the Canada Revenue Agency:

You can get a Proof of Income Statement from the Canada Revenue Agency (CRA) online or by mail:

Online

1. Register for CRA My Account
2. Sign into your CRA My Account online
3. Select Tax Returns, then select Proof of Income Statement
4. Select the most recent Tax Year from the drop-down list and Search
5. Select the Print/Save PDF button

By Mail

You can order a copy of the Proof of Income Statement to be mailed to you by calling the automated Canada Revenue Agency (CRA) line at 1-800-267-6999.

You will need to verify your identity when you call. You will need your full name and date of birth, your social insurance number (SIN), your complete address, including postal code and line 150 from your most recent tax assessment. It can take up to 10 days to receive the Proof of Income Statement by mail.