

# STUDENT FEE WAIVER REQUESTS

### Background

The Division understands that under exceptional and compassionate circumstances, there is need for student fees and charges to be waived.

### Procedures

1. The School Administrator(s) may waive student fees and charges after it has been reasonably ascertained that the parent/guardian is unable to pay.
2. The Superintendent or designate may also waive fees under exceptional circumstances.
3. A **Student Fee Waiver Application** (Form 506-1) must be completed by the parent/guardian and submitted to the School Administrator(s).
4. For adult student applications, the Superintendent may, under special circumstances, waive all or part of the tuition fees. Adult students seeking such a fee waiver must appeal directly to the Superintendent, in a letter, indicating the “special circumstances” that would prevent the adult student from paying the required fees.

Reference: Section 16, 60, 61, 113, School Act

Related APs: 305 Adult Students  
505 Student Fees

Forms: 506-1 Student Fee Waiver Application