



Apply for a Central Fee Waiver

Before you start:

- Have your supporting documents ready to upload from your computer or device. See Appendix for list of documents required.
- Applications with missing information cannot be processed.
- It may take 8 – 12 weeks for processing. If you have not heard a reply in 8 weeks, email feewaiver@cbe.ab.ca.
- Applications must be completed each year in order to qualify.
- For more information about waivers, visit our website at <https://cbe.ab.ca/registration/fees-and-waivers/Pages/Waivers.aspx>
- For information about PowerSchool, visit <https://www.cbe.ab.ca/support/Pages/MyCBE-PowerSchool.aspx>

- 1 Sign into your MyCBE/PowerSchool account
www.cbe.ab.ca/mycbe

Note | For information and support for PowerSchool, visit <https://www.cbe.ab.ca/support/Pages/MyCBE-PowerSchool.aspx>

Student and Parent / Legal Guardian Sign In

Welcome to The Calgary Board of Education's MyCBE / PowerSchool Portal. This is your gateway to access a number of supported technologies and tools at The Calgary Board of Education. For more details please refer to the [Need a Parent Account?](#) section below.

Student: Your username is your CBE Student ID and your password is your CBE network password. If you are new to CBE, ask your teacher or school staff for your CBE Student ID and initial password.

Parent / Legal Guardian: Please sign in with your MyCBE / PowerSchool Parent Account. See [Need a Parent Account?](#) below to create a new Parent Account.

- 1

Username	<input type="text"/>
Password	<input type="password"/>

* **Password Manager Users:** You may experience issues saving this password to your password manager (i.e. LastPass). You may need to manually save the password instead of letting your password manager update it automatically.

[Sign In](#)

2 Select **Student Fees & Services Registration**

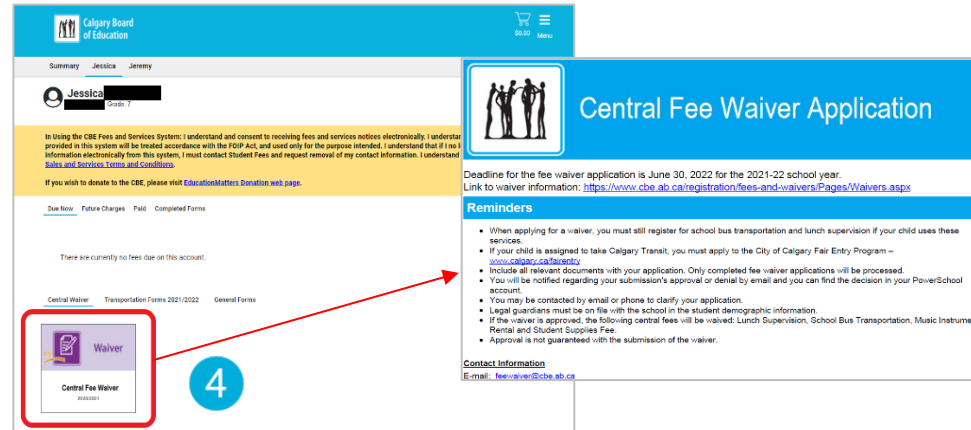
3 Click on the **student's name**.

Note | A waiver will need to be completed separately for each child in the family.

Student ID	Name	Grade	School	Due
[REDACTED]	Jessica [REDACTED]	7	Arbour Lake School	\$0.00
[REDACTED]	Jeremy [REDACTED]	8	Arbour Lake School	\$0.00

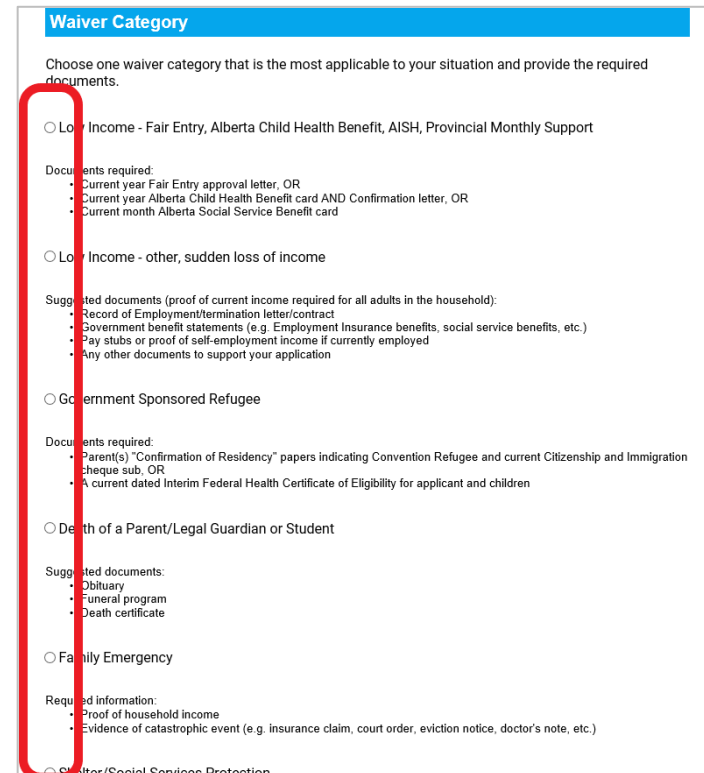
4 At the bottom of the page, select **Central Fee Waiver**.

This will open the Central Fee Waiver Application.



5 The student and parent demographic information will already be pre-filled. If this is incorrect, you must update your information with your school.

Select the waiver category that applies.



6 Complete the **Additional Information**. Include the number of adults and children that live in your house, and explain why you are applying for a waiver.

7 **Upload** the supporting documents.

8 If you need to submit more than one document, you may submit **Additional Documents**.

9 Read the Terms and Conditions. If you agree, **sign the form**.

Terms and Conditions

- The Parent / Guardian promises to pay the appropriate annual service fees or school fees should this waiver be denied.
- Personal information is collected under the authority of Alberta’s Freedom of Information and Protection of Privacy Act (FOIP) and the School Act for the purposes noted in this form.

In signing this:

- I understand that financial and other information provided is confidential; and
- I certify that the information given in this application and in any documents attached is updated, correct and complete.

6

Additional Information

Number of Adults in Household	Number of Children in Household
<input type="text"/>	<input type="text"/>

Please provide any additional relevant information.

7

Supporting Documentation / Attachments

Upload Documents

Drop files here

8

Additional Documents

Drop files here

Terms and Conditions

- The Parent / Guardian promises to pay the appropriate annual service fees or school fees should this waiver be denied.
- Personal information is collected under the authority of Alberta’s Freedom of Information and Protection of Privacy Act (FOIP) and the School Act for the purposes noted in this form.

In signing this:

- I understand that financial and other information provided is confidential; and
- I certify that the information given in this application and in any documents attached is updated, correct and complete.

As the Parent / Guardian, please sign in the box below:

9

Cancel

10

Submit

10 Click **Submit**. We will contact you by email if we have questions and to advise of a decision on your application.

Appendix

Waiver Documents	
Low-Income with proof of government support	<ul style="list-style-type: none"> ▪ City of Calgary Fair Entry letter, OR ▪ Alberta Child Health Benefit letter and card, OR ▪ Social Services benefit card <p>* Both the applicant and student(s) names must appear on the document</p>
Low-Income due to sudden loss of income	<ul style="list-style-type: none"> ▪ Proof of current household income, suggested supporting documents: ▪ Government benefit statement (e.g. Employment Insurance benefits) ▪ Pay stubs or proof of self-employment income if currently employed ▪ Any other relevant documents to support your application
Government Sponsored Refugee	<ul style="list-style-type: none"> ▪ Parent(s) "Confirmation of Residency" papers indicating Convention Refugee and current Citizenship and Immigration cheque stub, OR ▪ Copy of current dated Interim Federal Health Certificate of Eligibility for applicant and children
Death of a Parent/Legal Guardian or Student	<ul style="list-style-type: none"> ▪ Obituary, OR ▪ Funeral program, OR ▪ Death certificate
Family Emergency	<ul style="list-style-type: none"> ▪ Proof of current household income ▪ Evidence of catastrophic event (e.g. police report, doctor's note, insurance claim, eviction notice, etc.) ▪ Any other documents to support your application
Shelter/Social Service Protection	<ul style="list-style-type: none"> ▪ Letter from recognized social services or shelter organization