



## Apply for a Central Fee Waiver

Personal information is collected under the authority of *Alberta's Protection of Privacy Act (POPA)* and the *Education Act* for the purposes noted in this form. Information may be entered into an electronic database. For questions regarding this collection of information, please contact the Fee Waiver department at [FeeWaiver@cbe.ab.ca](mailto:FeeWaiver@cbe.ab.ca).

### 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](mailto: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 MyCBE, visit <https://support.cbe.ab.ca/mycbe>

### 1 Sign into your MyCBE account

[www.cbe.ab.ca/mycbe](http://www.cbe.ab.ca/mycbe)

**Note** | For information and support for MyCBE, visit <https://support.cbe.ab.ca/mycbe>

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myCBE PowerSchool

### Student and Parent / Legal Guardian Sign In

Parent or Legal Guardian  
Username / Student CBE ID

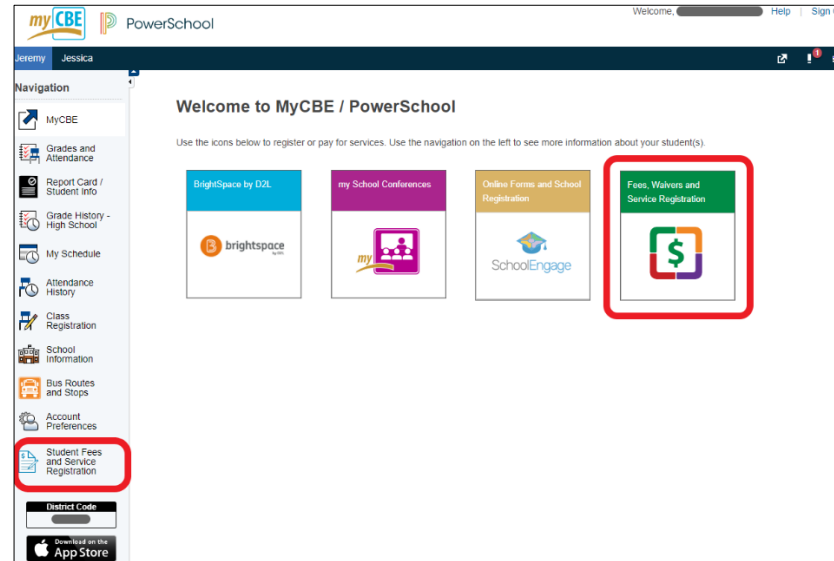
Password

[Sign In](#)

[Forgot Parent Account Username or Password?](#)

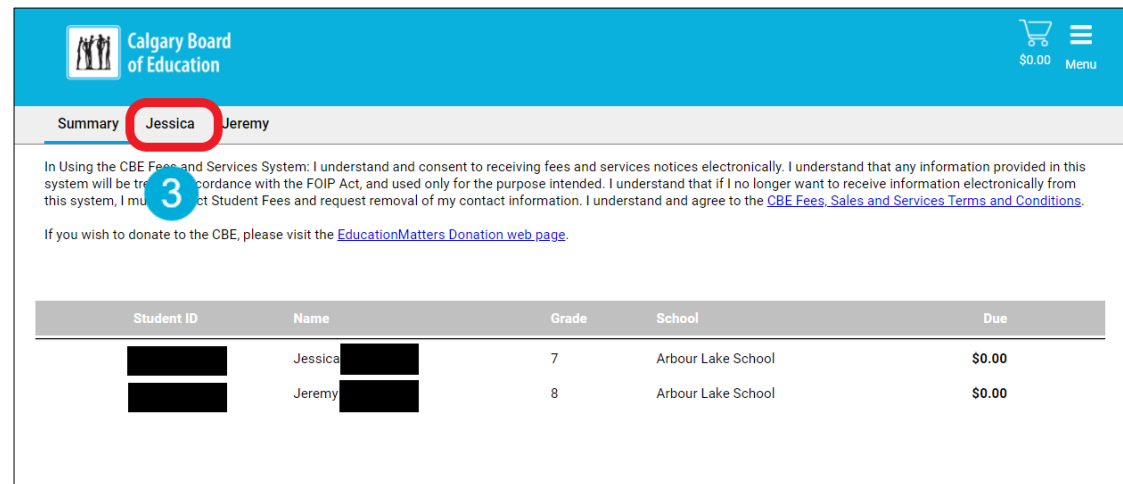
Don't have a MyCBE Account yet? [Create a MyCBE Account](#)

**2** Select Fees, Waivers & Service Registration



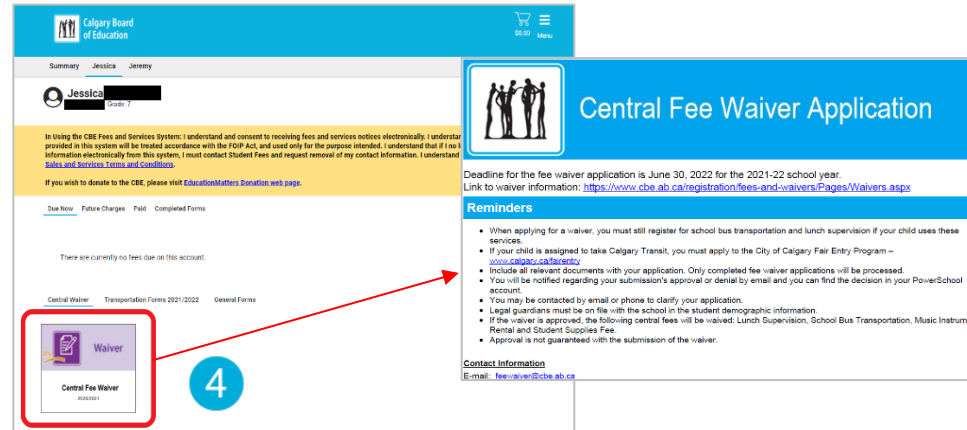
**3** Click on the student's name.

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



**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.

**5**

**Waiver Category**

Choose one waiver category that is the most applicable to your situation and provide the required documents.

Low Income - Fair Entry, Alberta Child Health Benefit, AISH, Provincial Monthly Support

Documents required:

- Current year Fair Entry approval letter, OR
- Current year Alberta Child Health Benefit card AND Confirmation letter, OR
- Current month Alberta Social Service Benefit card

Low Income - other, sudden loss of income

Suggested documents (proof of current income required for all adults in the household):

- Record of Employment/termination letter/contract
- Government benefit statements (e.g. Employment Insurance benefits, social service benefits, etc.)
- Pay stubs or proof of self-employment income if currently employed
- Any other documents to support your application

Government Sponsored Refugee

Documents required:

- Parent(s) "Confirmation of Residency" papers indicating Convention Refugee and current Citizenship and Immigration cheque stub, OR
- A current dated Interim Federal Health Certificate of Eligibility for applicant and children

Death of a Parent/Legal Guardian or Student

Suggested documents:

- Obituary
- Funeral program
- Death certificate

Family Emergency

Required information:

- Proof of household income
- Evidence of catastrophic event (e.g. insurance claim, court order, eviction notice, doctor's note, etc.)

Shelter/Social Services Protection

**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 Protection of Privacy Act* and the *Education 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

Add files... Drop files here

Additional Documents

Add files... Drop files here

**8**

**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 Protection of Privacy Act (POPA) and the Education 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**

The personal information requested on this form is collected under the authority of Alberta's Protection of Privacy Act (POPA) and the Education Act and its regulations. This information will be used for the maintenance of the student's fees. This information will be treated in accordance with the privacy protection provisions of the Protection of Privacy Act. If you have any questions regarding the collection and/or use of this information, contact CBE Fee Waiver at feewaiver@cbe.ab.ca

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	
<b>Low-Income with proof of government support</b>	<ul style="list-style-type: none"> <li>▪ City of Calgary Fair Entry letter, OR</li> <li>▪ Alberta Child Health Benefit letter and card, OR</li> <li>▪ Social Services benefit card</li> </ul> <p>* Both the applicant and student(s) names must appear on the document</p>
<b>Low-Income due to sudden loss of income</b>	<ul style="list-style-type: none"> <li>▪ Current Notice of Assessment for all adults</li> <li>▪ Proof of income loss (e.g. Employment Insurance statement, disability benefits, pay stubs, etc.)</li> </ul>
<b>Government Sponsored Refugee</b>	<ul style="list-style-type: none"> <li>▪ Refugee Protection Claimant document</li> <li>▪ Notice of Decision letter</li> </ul>
<b>Death of a Parent/Legal Guardian or Student</b>	<ul style="list-style-type: none"> <li>▪ Documentation related to the loss</li> </ul>
<b>Family Emergency</b>	<ul style="list-style-type: none"> <li>▪ Current Notice of Assessment for all adults, and</li> <li>▪ Evidence of catastrophic event (e.g. police report, doctor's note, insurance claim, court order, eviction notice, etc.)</li> </ul>
<b>Shelter/Social Service Protection</b>	<ul style="list-style-type: none"> <li>▪ Letter from recognized social services or shelter organization</li> </ul>