



FEE REMINDER NOTICE

FORM 505-02

To Parents of:

Name of

Student

enrolled in _____

Grade or
Program.

Our records indicate that the fees payable for the above student are still outstanding. To clear this account, please remit \$_____ immediately.

If you are unable to pay the account immediately, please complete, sign and return the following:

Contract for Payment

1. The undersigned hereby agrees to pay the above fees for instructional materials in respect of the above-named student for the current school year.
2. The undersigned further agrees to pay the above fees as follows (check one):
 - a. payment in full by November 15.
 - b. monthly installment payments of \$_____ (note: the minimum monthly payment is 25% of the outstanding fee)

Note: To support parents who encounter financial hardship, the division can reduce the fee required. The Instructional Material Fees are subject to the following provisions: Instructional Material Fees may be reduced upon confidential application (Form 1012) to the Assistant Superintendent – Business Services, with documentation demonstrating financial difficulty. Reduction will be prorated based on the prior year's total taxable household income which falls within $\pm 10\%$ of the Statistics Canada Low Income Cut-off for 5 person households in urban areas under 30,000 people.

Date

Signature of Parent