



SECOND FEE REMINDER NOTICE

FORM 505-03

To Parents of:

_____ enrolled at _____
Name of Student School
in _____
Grade or Program

We note that you have not responded to our Fee Reminder Notice sent to you last month. Please remit \$ _____ immediately to clear this account or complete, sign the following and return the form to the school.

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 December 15.
 - _____ b. monthly installment payment 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 ±10% of the Statistics Canada Low Income Cut-off for 5 person households in urban areas under 30,000 people.

Date

Signature of Parent

PLEASE NOTE: FAILURE TO RESPOND TO THIS SECOND REMINDER WILL RESULT IN THIS ACCOUNT BEING FORWARDED TO A COMMERCIAL COLLECTION AGENCY FOR COLLECTION.