

## FEE REMINDER NOTICE

To Parents of \_\_\_\_\_ enrolled in  
Name of Student

\_\_\_\_\_  
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 Secretary-Treasurer, 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