

2022/2023 Seat Sale Application << make this the link >>

1. Please use this link to the application form (*this form can be filled out electronically*): [2022-23 Seat Sale Application Form](#)
2. Once the form is complete, save and email to: [busseatsale@pembinatrails.ca](mailto:busseatsale@pembinatrails.ca)
3. The subject line of your email must be **Student Name / School for 22-23 / Grade**

### **2022/23 Seat Sale Information**

**Pembina Trails School Division Board of Trustees has approved the following for all seat sales offered for the 2022/23 school year:**

1. The rates are set at \$700 for ten-month, two-way transportation per student and \$350 for ten-month, one-way transportation per student. Cost is capped at \$1050 per family per annum.
2. **\*\*IMPORTANT CHANGE FOR 2022/23 SCHOOL YEAR\*\***: Pembina Trails is providing only one payment frequency option. All seat sales will be offered on a **pay-in-full-upfront-basis**.

### **The Process**

1. Application will be accepted by email only. The application form and the appropriate email address will be available on the Transportation page of the Pembina Trails School Division website. Only application using the provided form and sent to the identified email address will be accepted.
2. All seats will be granted on a first come basis, the application email, time received, will be used to determine the order of the cue.
3. The application form will be available on the website on June 6, 2022 at the end of the business day. The application period will close June 30, 2022.
4. If your application is successful, you will receive a Permission Click payment notification with information about how to pay your fee. You will be assessed the full-year amount at this time. The seat will not be confirmed until payment has been received in-full and students will not be considered routed until such time. Permission Click is the app the division uses to accept on-line payments, which allows

families to pay using a variety of digital options, including most major credit cards. While on-line payments are a safe and convenient way to pay seat sale fees, cash/cheque payments will still be accepted and can be brought/sent to:

Cheques Payable to: Pembina Trails School Division

Mail or deliver Cash/Cheques to: 165 Henlow Bay, Winnipeg MB R3Y 1M7

**\*\* please do not mail cash payments\*\***