



Background

Charter school boards are permitted to charge the same fees as other public school boards. In order to provide transportation services, materials for student use and classroom enrichments such as field trips, the Board assesses School Fees. Please note that no student will be denied access for financial reasons to school programs, activities or services that are considered to be integral to that student's learning.

The Calgary Girls Charter School is considered a program of choice, rather than a designated neighbourhood school with a defined attendance area. According to Alberta Education, parents who enroll their children in a program of choice are expected to provide, or pay fees for transportation to and from that choice program. Transportation fees are based on a cost-recovery model, but nevertheless represent the largest fee for parents of students at CGSC.

Parents who choose CGCS are expected to pay the fees set by the Board. CGCS does not offer full fee waivers; however, parents may apply for a subsidy and/or request a payment plan. Fee subsidies are based on available resources set aside in the Board's budget and because the amount is limited, parents must complete an application form (AF506A) that requires proof of financial hardship.

Parents are expected to pay fees in a timely manner and to speak to the Principal or designate if circumstances make this very difficult. The school will make every reasonable effort to accommodate parents through payment plans and some subsidies.

Procedures

1. On the recommendation of the Superintendent, the Board establishes an annual fund for fee subsidies. Parents/Guardians may request a subsidy and/or payment plan for the Transportation Fee. Please complete only one School Fee Subsidy Request Form (AF506A). All subsidy requests must be sent to the Secretary-Treasurer as noted on the form. All payment plan requests must be discussed with the Principal or designate at the school.
2. The Principal will communicate to parents/guardians the processes for setting up payment plans and applying for a subsidy.
3. The Calgary Girls Charter School provides subsidies but not complete fee waivers. Parents are expected to pay a portion of the fees set by the Board. In situations of hardship, the Secretary-Treasurer and parents/guardians will negotiate the amount of payment based on a partial subsidy and a payment plan.
4. Eligibility for Fee Subsidy:

In order to be eligible for a fee subsidy for a school year, any student being re-registered must not have any outstanding fees by the end of June.

5. Steps for Fee Subsidy:

- 5.1 Parents/guardians make application for subsidy using the School Fee Subsidy Request Form (AF506A).
- 5.2 Drop off the confidential application at the school office, either campus, and address the envelope to the Secretary-Treasurer.
- 5.3 Applications are due by September 1. Parents are notified of the decision before September 30.
- 5.4 Subsidy awards are made on a case by case basis and subject to the availability of funds.
- 5.5 Subsidy applications must be complete with all the requested information including the proof of hardship. Parents are welcome to include any additional, pertinent information.
- 5.6 The final decision is made by the Superintendent and Secretary-Treasurer and communicated in writing to the Parent/Guardians.

Note: Camps and Band Tours are not eligible for subsidy through the Board's subsidy program. These extra-curricular and/or optional programs may be eligible for fee waiver or subsidy through consultation with the Principal as these unique activities are not funded by the Board's Fee Schedule.

The School Fee Subsidy Request Form (AF506A) is available on the CGCS website at the following link:
<https://calgarygirlsschool.com/transportation/>

Reference:

Education Act Sections 52, 54, 197, 222, 257