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## **Background**

In accordance with the provisions of the Education Act and relevant Regulations, the Calgary Girls Charter School is permitted to charge any fee that has already been introduced in public schools in Alberta. Fees are established on a cost-recovery basis to support programs and services for students. The Board approves the Fee Schedule which is posted on the CGCS website under Family Zone.

No student is denied access on the basis of fee payment to instructional materials or class enrichment activities such as regular field trips and special speakers as these are considered part of the Program of Studies.

Parents may apply for a subsidy and/or set up a fee payment plan by contacting the school office.

## **Procedures**

1. The Charter Board approves the Annual Fees Schedule for Instructional Resources, Enrichment, and Transportation. The fees are inclusive of service charges for the electronic payment system in Family Zone.
2. The parent of a student enrolled in the school may request a subsidy for school fees. The parent must complete School Fee Subsidy Request Form (AF506A). Reasonable proof of financial hardship as defined on the form must accompany the request. The School Fee Subsidy Request Form (AF506A) is available on the website at <https://calgarygirlsschool.com/transportation/>.
3. The funds available for fee subsidies in a given year are based on the fee subsidy allocation established by the Board's annual budget. In circumstances of extreme hardship, the Superintendent and Secretary-Treasurer may use discretion in awarding subsidies that exceed the allocation. The Secretary-Treasurer reports to the Board the total amount of allocations for subsidies.
4. All Fees collected shall be used for the stated purposes. Unless specifically stated to parents prior to being charged a fee, unused fees will not be used for another purpose or carried over. Rather, unused fees shall be refunded to parents who paid them. A parent who paid a fee may request a refund of the Board Approved Fees as follows:
  - 4.1. Instructional Resources: The IRF is non-refundable after October 1 of the school year for which it has been paid.
  - 4.2. Transportation Fee: The annual Transportation Fee, which parents may pay in installments, is levied to offset the difference between the provincial grant funding and the actual cost of the transportation service. No portion of the annual Transportation Fee will be refunded after January 31 in the school year for which the fee is levied.

- 4.2.1. Requests for refunds must be received at the school office prior to January 31. Parents will be refunded any excess fees paid, calculated on a pro-rated basis, based on the number of months of actual ridership. Cancellation of service does not eliminate any fees owing for service up to the time of cancellation.
    - 4.2.2. If parents request transportation services after the beginning of any month during the school year, the month in which the transportation service begins shall be treated as a full month for fee payment purposes. The annual Transportation Fee for late registrations will be calculated on a pro-rated basis on the number of remaining months of the school year.
  - 4.3. Shuttle Transportation Fee – The Shuttle Transportation Fee is non-refundable after January 31. Refunds requested prior to January 31 will be pro-rated based on the months of service provided.
  - 4.4. Enrichment Fee: The Enrichment Fee is non-refundable after October 1 of the school year for which it has been paid. The fee covers the classroom enrichment activities such as field trips and special speakers.
5. All campus-based fees are determined by the Principal in consultation with parents of the students involved and staff. Campus based fees may not exceed the cost of services/supplies for which the fees were assessed.
  - 5.1. Campus-based fees are not intended to add funds to the Board approved fee schedules, but to support special events (e.g. grade camps, biennial Band trip) for particular groups of students.
  - 5.2. A parent who paid a fee established at the site by the Principal may request a refund. When the Principal establishes a fee (e.g. for a special trip or camp), the information provided to parents shall include an explanation of the refund process for that fee.
  - 5.3. Campus based fees are non-refundable once the expenses associated with the fee have been incurred by the campus.
6. The Secretary Treasurer or designate may pursue delinquent accounts after the Principal has made at least two (2) reasonable attempts to collect fees owing. Unpaid accounts may be referred to a collection agency.
7. The following associated Administrative Procedures are located on the CGCS website under *Governance*, [Important Documents](#) – specifically the Administrative Procedures which provide further details on:
  - AP 506 Fee Subsidy
  - AP 550 Student Transportation Services

Reference:

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