



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.

A student will not be 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 grant and/or set up a fee payment plan to pay their school fees.

Procedures

1. The Charter Board approves the Annual Fees Schedule for Instructional Resources, Enrichment, and Transportation. Students who enroll at CGCS after September 30th are subject to pay fees that have been prorated for the number of months remaining in the school year.
2. The parent/guardian of a student enrolled in the school may request a grant for school fees. The parent must complete the School Fee grant Request Form (AF506A) and submit by October 1. Supporting documents as defined on the form must accompany the request. The School Fee grant Request Form (AF506A) is available on the website.
3. The funds available for fee grants in a given year are based on the fee grant allocation established by the Board's annual budget. The Secretary-Treasurer reports to the Board the total amount of allocations for grants.
4. All Fees collected shall be used for the stated purposes. Unless specifically stated to parents/guardians 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.
5. Refunds will be issued as follows:
 - 5.1. Instructional Resources: The Instructional Resource is non-refundable after October 1 of the school year for which it has been paid.
 - 5.2. Enrichment Resources: 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 (eg. field trips, special speakers, specialized teaching resources)
 - 5.3. Transportation Fees: 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. Prior to January 31st, a portion of the fee may be refunded, less the declared non-refundable deposit paid at the

time of registering for bussing.

In the event that a student is a registered bus student, when the transportation is 135 minutes delayed or longer and CGCS receives credit from the transportation provider, the credits will be divided among the riders on the impacted route. Transportation refunds will be issued twice annual, if applicable.

6. All campus-based fees are determined by the Principal and staff. Campus based fees may not exceed the cost of services/supplies for which the fees were assessed.
 - 6.1. 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 at cost.
 - 6.2. 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.
 - 6.3. Campus based fees are non-refundable once the expenses associated with the fee have been incurred by the campus.
7. The Secretary Treasurer or designate may pursue delinquent accounts after the Principal has notified families of their outstanding fees past due and request payment a minimum of twice. The school will resource the collection of school fees remaining after the Principal's notifications and requests for payment.
8. 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 Grant
 - AP 550 Student Transportation Services

Reference:

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

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