

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 grant and/or request a payment plan. Fee grants 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 supporting documents of financial hardship. Parents who do not have supporting documents may apply for a grant under *special circumstances*, which includes hardship as a result of a personal/family emergency, which was unforeseeable, occurring in the year the school fees are due.

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 grants.

Procedures

1. On the recommendation of the Superintendent, the Board establishes an annual fund for fee grants. Parents/Guardians may request a grant and/or payment plan for the Transportation Fee. Please complete only one School Fee Grant Request Form (AF506A). All grant 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 process for setting up payment plans and applying for a grant.
3. The Calgary Girls Charter School provides grants but not complete fee waivers. Parents are expected to pay a portion of the fees set by the Board. In the event a grant has been issued, parents/guardians are responsible for paying and/or making arrangements to pay the remaining portion of the school fees.

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

5. Steps for Fee grant:
 - 5.1 Parents/guardians make application for the grant using the School Fee Grant Request Form (AF506A).
 - 5.2 Grant applications can then be sent digitally to cgcsfees@mycgcs.ca or dropped off the confidential application at the school or Board office and address the envelope to the Secretary-Treasurer.
 - 5.3 Applications are due by October 1. Parents are notified of the decision before October 21st in the applicable school year.
 - 5.4 Grant awards are made on a case by case basis and subject to the availability of funds.
 - 5.5 Grant applications must be complete with all the requested information including the supporting documents or relevant information in the event of application under *special circumstance*.
 - 5.6 The final decision is made by the Superintendent and Secretary-Treasurer and communicated in writing to the Parent/Guardians.

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

The School Fee Grant Request Form (AF506A) is available on the CGCS website.

Reference:

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