

CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Fees Policy**

Policy No. **3.01**

Legal Reference: School Act Section 49.1

RATIONALE: Charter schools are public schools offering specialized programs. All public schools are allowed to charge fees for recovery of certain costs.

POLICY: The Board of the Calgary Science School will charge an enrichment fee, and other fees as necessary; such as busing, lunch supervision and off campus excursions

PRINCIPLES:

1. The Board ensures that financial hardship is not a barrier to any student attending Calgary Science School, nor to their participation in school programs, including transportation.
2. The transportation program is supported in part by the Alberta Government transportation grant and the balance by parents of CSS students who ride the bus.
3. Educational excursions and outdoor education programs may be supported in part or whole by parents of eligible students.

First Reading May 13, 2004

Adopted June 10, 2004

Amended April 24, 2007

PROCEDURES

1. **TIMELINE FOR SETTING FEES**
Fees shall be established by the Board on an annual basis prior to April 30 for the following school term.
2. **BURSARY**
Parents or guardians requiring assistance with the payment of fees may apply to the principal for a bursary by providing appropriate documentation, outlining the need to access the bursary fund.
3. **TRANSPORTATION**
 - a. Students registering or withdrawing from the school during the school term shall be charged or refunded transportation according to the transportation fee schedule for that year.
 - b. There shall be no reduction in fees for one-way ridership.
4. **LUNCHROOM**
 - a. There shall be no refunds provided for lunch fees for withdrawal from the school.
 - b. Parents will be charged the full lunchroom fee for that school year, regardless of when they register in the school.
5. **ENRICHMENT**
 - a. Students withdrawing from the school prior to or during the school term shall be refunded enrichment fees on a prorated basis of 10% for each month or portion thereof attended, less a 15% administration fee and the cost of the student kit if it has been received.
 - b. Students registering after the beginning of the school year shall be charged enrichment fees on a prorated basis of 10% for each month of portion thereof attended, or a minimum of \$100.
6. **LAPTOP INSURANCE AND MAINTENANCE**
 - a. The school society self-insures the student laptops. There are no refunds or pro-rated portions of this fee. This fee is used to cover non-warranty damages and maintenance costs for the student laptops.

For the purposes of this policy, August and September shall be treated as one month.