



2018-2019 Resource and Bus Fees Policy

Fees Due

1. Resource Fees

- 100% May 15, 2018 (Kindergarten)
- 50% May 15, 2018 (Years 1 to 9)
- 50% June 22, 2018 (Year 1 to 9)

Kindergarten	\$270.00 per year
Years 1 to 5	\$425.00 per year (50% = \$212.50)
Years 6 to 8	\$480.00 per year (50% = \$240.00)
Year 9	\$545.00 per year (50% = \$272.50)

2. Bus Fees

- 25% May 15, 2018 (both ways)
- 25% June 23, 2018 (both ways)
- 25% October 31, 2018 (both ways)
- 25% January 31, 2019 (both ways)
- 50% May 15, 2018 (one way)
- 50% June 22, 2018 (one way)

Please note that bus registrations received after the September 30 grant application deadline are subject to additional fee of \$550 to cover the full cost of busing.

Both Ways	\$800.00 (25% = \$200.00)
One-Way	\$550.00 (50% = \$275.00)

Occasional \$10 per ride, 10 rides maximum. "Occasional rider" selection in Family Zone must be checked. If more than 10 rides are needed, registration in the busing program is required.

Refund Policy – Resource Fees

1. Should a student withdraw prior to September 30th, a full refund of fees paid less a \$100.00 administration fee will be issued.
2. Should a student withdraw after September 30th but prior to December 31st, 50% of the fees paid less a \$75.00 administration fee will be reimbursed.
3. Should a student withdraw between January 1st and February 28th, 25% of the fees paid less a \$75.00 administration fee will be reimbursed.
4. Students withdrawing after March 1 will not be issued a refund.

Transportation Fees and Refund Policy

	Registration by Sept 30		Registration after September 30	Withdrawal after Sept 30, before April 1
	Annual Fee	Non –refundable	Per remaining month	Refund: Per remaining months
AM and PM	\$800.00	\$200.00	\$134.50	\$60.00
AM or PM	\$550.00	\$150.00	\$109.50	\$40.00

Notes:

1. August and September combine to count as 1 month.
2. Families registering after September 30 pay \$134.50 per remaining months in the school year.
3. The withdrawal date used to calculate refunds is the date that written notice of withdrawal is received by the Transportation Coordinator or the Secretary Treasurer, regardless of actual usage.
4. There will be no refunds for withdrawal after March 30.
5. There will be an administrative charge of \$25.00 per each dishonoured cheque.
6. Full time fees may be paid online in implements of \$200.00 each, by May 15, June 22, October 31 and January 31. Late registration requires all fees owing at that time and any applicable post-dated cheques.
7. Part time fees can be paid online in 2 installments prior to May 15 and June 22. Late registration requires full payment at time of registration.
8. Occasional riders must sign the occasional rider contract found in Family Zone.
9. Occasional rides are \$10.00 each way and require 24 hours notice sent to transportation@caaschool.com. A maximum of 10 occasional rides per school year are allowed.

Application for Waiver of Resource Fees

Each fiscal year, Calgary Arts Academy budgets an amount for families that are unable to cover the costs of resource fees. See “Applying for a Fee Waiver” to determine whether or not you qualify. **Each year a family must re-apply. Please note that we are not able to provide waivers for bus fees.**

To Apply:

A waiver form must be completed and submitted with a copy of the family's most recent GST Notice. To finalize the application, the applicant must provide a copy of the GST notice provided in July. This is due by the start of the new school year.

Each waiver application is considered separately. Qualifying families must apply every year.

The application form can be found on the school website under the section entitled "Students and Parents / School Fees." Applications, fully completed with the required supporting documentation, are **due by May 15** of the preceding school year as well as the 50% fee requirement. Families will be notified when their application has been approved.

Waivers will be provided, and distributed equitably amongst the approved applications, up to the budgeted amount.

Transportation Agreements

For a student to ride the school bus, signed and fully completed transportation agreements must be received no later than May 15, 2018. Bus stops will be planned around registered students only.

Resource Fees

Resource Fees are due at the time of online registration. Families with outstanding resource fees as of **June 22** will not be granted a seat at Calgary Arts Academy for the upcoming school year. Additionally, any accounts in arrears from prior years will not have access to the registration process for the 2018-2019 school year. Should families not have access to a computer, or need to make alternate payment arrangements, they will be required to come to the school to make arrangements with the finance department.

Bus Fees

Payment of one-half of the bussing fee is due by **June 22**. Students whose fees and application have not been received at this time will not be included on the transportation schedule.

Fees for the final portion of the bussing are due by **January 31**. Payments can be made online prior to this date.

NSF Fees

Online registration will help to minimize the incidents of returned cheques. Any dishonoured cheques will be subject to a \$25.00 administration fee, in addition to the full value of the cheque.

Forms

All referenced forms can be found on the school's website (www.caaschool.com).