

April 14, 2020

Dear Parents/Guardians:

During the last couple weeks, WRPS has worked diligently to review all student accounts in order to determine if credits or refunds should be issued for the following: School Fees, Student Fees, Curricular & Extra Curricular, Transportation and Optional Fees.

### **Credits & Refunds**

As per [Administrative Procedure 505](#), each category of fees (i.e. Optional Courses, Extracurricular, etc.) may be subject to a different procedure for refunds. The guidelines state *“A Principal will issue refunds where Students Fees were charged for enhanced educational services and non-curricular activities when the related expenses are significantly less than anticipated. An exception may be when the fees for these types of services and activities include a portion that will be used to offset the cost of planned future expenditures.”*

If a full or partial refund is deemed appropriate, there will be a credit issued on account for any refunded fees unless you request to be paid out. Payments will not be issued for amounts less than \$10.00 or if there are other fees outstanding to the Division.

### **School Fees, Optional Courses, Curricular & Extracurricular Fees**

Upon return from Spring Break, schools assessed School Fees, Optional Courses, Curricular & Extracurricular Fees individually and reviewed the amount spent in each fee category prior to the cancellation of classes on March 16. If the school has not incurred a cost, the fee will be credited on account for the cost not yet incurred. In some cases, the entire fee amount may have already been spent and a credit will not be issued.

### **Parkdale School**

Parkdale School has determined that there will not be any credits or refunds issued.

### **Division Transportation Fees**

The WRPS Transportation Department will be reaching out to families directly.

### **Have Questions?**

If you have any questions, please contact the school directly. Central Office staff and schools will process credits as quickly as possible. Your understanding and patience is greatly appreciated.

### **Please Stay Tuned**

Please continue to monitor your emails and the Division's [website](#) for regular updates. This is how we will keep you up-to-date with any new information.