

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.