



June 10, 2020

Dear Parents,

Government decisions made in the context of COVID-19, including the closure of some of our schools, have forced us to reduce, if not cancel, some of our services and programs.

We have, therefore, determined the reimbursement, if any, of the fees charged to parents or students considering Government guidelines.

The amounts due to the School Board since the beginning of the school year remain due unless they are treated differently as indicated in the ["List of items that may be subject to fees and their proposed guidelines"](#) presented on the next page. Please read carefully the proposed guidelines on how to proceed with the reimbursement, if any, of fees charged to parents or students.

In conclusion, once the final changes are made to your account, if your balance for this year is in a credit, you will automatically be entitled to a credit that can be deferred to the following school year. In the case of students in grade 6, Secondary 5 and those leaving the School Board, a refund will be made if the balance is more than \$2.00.

Thank you for your understanding and your usual collaboration.

1 Decree Number 177-2020



"List of items that may be subject to fees and their proposed Guidelines"

Fundraising Activities

Money raised through individualized fundraising campaigns, relating to a trip or a specific activity that had to be cancelled or will be cancelled due to the pandemic, will be reimbursed in full.

General fundraising campaigns, for the benefit of all students, are not covered by this exceptional measure.

School Trips

The cost of cancelling a trip is assumed by the parents. Payments made in addition to the cancellation fees, will be refunded. Refunds may vary depending on each student's payments. If the parents paid the travel agency directly, the latter will reimburse the parents.

School outings and extracurricular Activities

Outings and activities that have not been carried out since the closure of schools on March 16, 2020, will be reimbursed in full.

Daycare

With the exception of schools that are open, since the daycare service could not be provided due to the closure of schools, the daycare service fees will not be charged as of March 16, 2020. A statement of account has been sent explaining these adjustments.

Noon-Hour Supervision Fees

With the exception of schools that are open, the monitoring service could not be provided due to the closure of schools, a refund representing the equivalent of the portion of the service not rendered since March 16, 2020 will be made. A statement of account will be available on the School Board's portal explaining the adjustments.

Documents for writing, drawing, cutting and materials for staff

Material used since the beginning of the school year will not be reimbursed.

Reprints

The school will reimburse the parents for the equivalent of the copies not used during the closing period (10% for Secondary and 15% Elementary).



Special Programs

The fees applicable to the services of a trainer and the rental of a sports facility or premises required for a specific activity, for a program, will be reimbursed according to the equivalent of the portion of the service not rendered since March 16, 2020.

Accreditation by an external organization required for a specific Educational project

No refund is applicable for accreditation to a sports association or an organization such as the International Baccalaureate "IB" linked to the International Education Program since it is an annual amount to be paid even if the schools are closed.

Issuance of a Certificate to the student by an external organization as part of a project

If the certificate cannot be issued, it will be refunded. No refunds will be made otherwise.

Transport – availability of space for students within walking distance and students out of zone

Since this transportation service could not be rendered due to the closure of schools, a refund representing the equivalent of the portion of the service not rendered since March 13, 2020 will be provided.

Public transport (RTL)

The cost of the pass will be reimbursed in part to cover usage during school days. The months of April, May and June will not be refunded due to the closure of the schools.