



June 16, 2020

Subject: Reimbursement of school fees – Update no. 23

Dear SWLSB Parents and Guardians,

The closure of our schools due to the COVID-19 pandemic, either temporarily or, in certain cases, until the end of the school year, resulted in the cancellation of numerous activities and services for which parents and guardians had already paid for.

In accordance with the directives recently provided by the Ministre de l'Éducation et de l'Enseignement Supérieur (MEES), our schools will be proceeding with the reimbursement of fees charged to parents where the services were not rendered or items not consumed, from March 13, 2020 until the end of the school year, whenever applicable.

Therefore, in the upcoming weeks, you will be receiving an updated and detailed statement from your school stating your current balance for each child. For a better understanding, please refer to the chart on the next page for the school fees subject to a reimbursement.

Once the credits have been applied to your account:

- If the total of your statement still has an outstanding balance, please make a payment accordingly, directly to your school.
- If the total of your statement has a credit balance due to overpayment, you will be entitled to a reimbursement and a cheque will be mailed to you during the month of July or August.

Students registered in elementary schools that opened May 11 or students registered in the Work-Oriented Training Path (pre-work training or semi-skilled trade):

If you are a parent or guardian of a student who is registered at a school which reopened on May 11 or of a student enrolled in the Work-Oriented Training Path offered in our high schools, please note that the updated statement will be sent to you after June 30th, 2020. The same procedure will apply and a cheque will be mailed to parents who have a credit balance.

Lastly, we would like to thank you for your patience and understanding in these extraordinary circumstances.

Should you have any questions, please contact your school administrator.

Keep well, keep healthy, keep safe.

Gaëlle Absolonne
Director General



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School fees charged that could be subject to a reimbursement

TYPE	DETAILS
Special School Projects (i.e. Concentration Programs or Profile type projects)	Parents and guardians will be reimbursed for the services not rendered as of March 13, 2020, until the end of the school year when fees were charged for: <ul style="list-style-type: none"> • The participation of a coach or other specialist not acting as a teacher; • The school coordination required to allow the carrying out of the project; • The renting of a sports facility or of premises required for the carrying out of the project.
Activities and Field Trips	All fees charged for cancelled activities and field trips will be reimbursed. NOTE: This excludes trips outside of Canada. Parents are responsible of the cancellation costs of such trips and we refer you to communications already provided by your school administrator in this regard.
Extracurricular Activities	All extracurricular activities paid by parents and that were scheduled after March 13, 2020 will be reimbursed.
Documents on which students write, draw or cut out, and material for personal use	Any fees charged for materials used during the 2019-2020 school year do not qualify for reimbursement. If any document or material for which the school charged parents was not used, costs of such materials will be reimbursed.
Daycare Fees	Fees charged during school closures while services were not rendered will be reimbursed. Fees will be charged for the services rendered as of May 11 for the schools that have reopened.
Supervision Fees	Fees charged during school closures while services could not be rendered will be reimbursed. Students registered in elementary schools that opened May 11 and students registered in the Work-Oriented Training Path (pre-work training or semi-skilled trade): <ul style="list-style-type: none"> • Fees will be reimbursed as of March 13, 2020 until the end of the school year for all students who have not registered to attend their classes at school and therefore chose to continue distance learning. • For all students attending their classes at school (as of May 11 for elementary schools or June 8 for the WOTP), fees will only be reimbursed for the period of school closures while services could not be rendered (until May 11, 2020 or June 8, 2020 as the case may be)
Cafeteria Fees and Catering Fees	Fees charged for services that could not be rendered will be reimbursed.

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