



Medicine Hat Catholic Board of Education

1251 – 1st Avenue SW, Medicine Hat, AB T1A 8B4

Phone 403.527.2292 | www.mhcbe.ab.ca | Fax 403.529.0917

March, 18, 2020

TO: All Parents

RE: Refund School Fees

Thank you for your patience as we work through the many questions our school community has. While we do not know how long classes will be suspended, there are services or supplies that we know we will not be able to provide. Fees related to these will be refunded. We expect to have these refunds processed by April 30th.

For those fees relating to out-of-province travel (ie. Quebec, Ontario, Mexico) the coordinator of the trip will be in contact with you regarding the process and timing of these refunds. This could take a period of time as we work with the tour operator and travel insurers.

Fees to be Refunded

50% of the following fees will be refunded:

- Early Learning Program fees paid for March 2020
- Out of School Care fees paid for March 2020

The following fees will be fully refunded:

- Early Learning Program fees paid for April 2020 and beyond
- Out of School Care fees paid for April 2020 and beyond
- Hot lunches purchased for dates subsequent to March 13, 2020
- Fees collected/tickets sold for events or field trips which have been cancelled (musical/theatre productions, Edmonton band trip, etc.)

Fees Not Being Refunded Until Further Information is Known

Once there is clear direction that classes will not resume for the remainder of the school year, we will be able to provide further information on refunds relating to:

- Academies (sports and fine arts)
- Fees for Optional Classes
- Extracurricular Fees
- Graduation

Method of Refunds

The process for refunding fees will largely be dependent upon how the fees were initially paid.

- Fees Paid Online Using School Cash Online - will be refunded in the same method that they were paid. We are working to process these in a timely manner.
- Fees Paid by Cash, Cheque or using the Point of Sale terminal at the school - will be refunded through a cheque. We are working to process these in a timely manner.

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