

Dear Bruderheim School parents,

As the Minister of Education has confirmed in-school classes will not resume for the 2019-20 school year, Elk Island Public Schools has calculated the balance owed for fees paid to date.

The amount owed to you has been entered as a credit in your child's PowerSchool account. Credits have been applied to any outstanding amounts from 2017-18, 2018-19, and current year. We ask that you log into the system to review your account, and then contact the school directly if there are any questions about the total.

School fee credits can be:

- applied against the student's 2020-21 school fees
- applied against a sibling's 2020-21 school fees or current outstanding account
- refunded upon request (\$25.00 minimum, unless student is leaving the division)

**If you will be requesting a refund, we ask that you complete the Student Fee Refund Request Form on PowerSchool, in the School Fees section, no later than June 12. If you have questions regarding the form, please contact [karenj.carlson@eips.ca](mailto:karenj.carlson@eips.ca).**

Before refunds can be issued, textbooks, Chrome books and other school-owned items must be returned the week of June 22 to 25. Refunds will be reduced by fines for any damaged or unreturned items. Please do not return any materials before that time—we will send you an email in the near future to let you know how we'll manage that process.

Student Transportation will be contacting parents regarding credits and refunds as they apply to busing fees; these are not processed at the school level.

School fee refunds will be issued after June 29 if requested from the online PowerSchool form by June 12. If families are unable to return materials by then, refunds may not be sent until after the summer break.

Thank you for your understanding.

Sincerely,

Cheryl Semeniuk  
Principal, Bruderheim School