

Annual Fees for an Accredited Manitoba School Program Outside of Canada Effective January 1, 2005 – August 31, 2010

A. Administrative Fee

Once a Memorandum of Understanding has been signed which authorizes a school overseas to offer the Manitoba curriculum, the school will be asked to pay Manitoba Education, Citizenship and Youth an annual administrative fee. This fee will cover the following services:

1. Provision of one copy per grade of the relevant portions of the Manitoba curriculum as well as curriculum support materials
2. Equivalency evaluations for host country curricula
3. Student enrollment and subject registrations
4. The required department examinations for Grade 12 and optional department examinations at other levels.
5. Issuance of transcripts and diplomas

The annual administrative fee is also intended to cover costs incurred to Manitoba which include salary expenses associated with the provision of these services and with regular inspection visits, office supplies, and mail, courier, fax and telephone charges.

The application fee for certification of non-Manitoba teachers is not included in the annual fee. These fees will be assessed separately as needed. The current fee is \$80 per assessment.

Manitoba maintains all proprietary and copyrights over the Manitoba curriculum. The annual fee represents a fee for services, not a sale of the curriculum itself.

Fees for the provision of services by Manitoba beyond those listed above must be negotiated in advance and outlined in a written contract.

B. Fee Schedules

Three fee schedules have been established based on the administrative requirements of different types of programs. Schools with more than one type of program will be required to pay more than one type of fee.

Fee are to be paid at the beginning of the school year, or, in the case of a new school or program, at the initial signing of the MOU.

Schedule 1—CAD\$250.00 per student per year for students enrolled in Grades 11 and 12; CAD\$200.00 per year for students enrolled in Grades 9 and 10. Assessed to schools authorized to offer Manitoba high school courses (Grade 9 – Grade 12) and issue a Manitoba High School Diploma.

Schedule 2—CAD\$5,000.00. Assessed to schools authorized to offer Manitoba courses for Kindergarten to Grade 4 and/or Grade 5 to Grade 8 programs.

Schedule 3—CAD\$2,500.00. Assessed to schools authorized to use the Manitoba name in their advertising to promote linked programs where the majority of the Manitoba courses are

taken in Manitoba. The school will send a report to Manitoba on the number of students enrolled in each grade level within two weeks of the start of the school year. Manitoba will then issue an invoice to the school. Full payment will be due within 60 days of the date of the invoice. Failure to pay the fees assessed may result in withdrawal of the school's accreditation by Manitoba Education, Citizenship and Youth.

C. Inspection Expenses

The school will be responsible for all direct costs associated with inspection visits. These include the cost of airfare, ground transportation, meals and accommodation.

In making arrangements for inspection visits, Manitoba Education, Citizenship and Youth and the affiliated schools abroad agree to adhere to the following guidelines:

1. Staff of Manitoba Education, Citizenship and Youth will make arrangements for air travel with a Manitoba-based travel agent. The travel agent will bill the school directly and the school will make payment directly to the agent.
2. Every effort will be made to use air carriers that provide comfortable, safe, and efficient routing. Arrival dates and costs will be confirmed with the school before final booking is made.
3. The school will accommodate inspectors in a hotel which—at a minimum—meets a three-star standard. Hotel fees will be paid in advance by the school so inspectors will not be asked for payment by hotel staff. Each member of the inspection team will be provided with his/her own room.
4. Expenses for meals, ground transportation, and incidentals can be covered by the school in one of the following ways:
 - a. A per diem amount for meals and incidentals will be provided to the inspectors upon arrival. The per diem amount should match the Treasury Board of Canada rate. These rates can be found on-line at http://www.tbssct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv-d-_e.asp#C. The head of the inspection team will also be provided with the sum of CAD\$50.00 per day to cover ground transportation costs for the team.
 - b. The school may cover costs for meals, incidentals and ground transportation directly by allowing members of the team to add meals and services to their hotel bill and/or by providing meals through hospitality arranged by the school. Ground transportation will be provided by the school itself or by the school arranging a contract with a local taxi or transportation service.
 - c. A combination of A and B.

D. Other Fees

Schools are required to pay Manitoba Education, Citizenship and Youth for the fees and expenses mentioned above. School officials should note, however, that there are other costs associated with offering the Manitoba curriculum that are not levied by Manitoba Education, Citizenship and Youth. For example, a Manitoba-based agent should be engaged to help the school hire teachers and principals. These agents may also help the school to purchase the necessary textbooks and then make arrangements for overseas shipping. These arrangements are made directly between the school and the agent, on a fee-for-service basis, and do not involve Manitoba Education, Citizenship and Youth.