

Fees Central is part of the Calgary Board of Education's (CBE's) [My CBE Account](#) website of online parent tools. Available 24-7, *Fees Central* allows you to view your child or children's outstanding fees, pay those fees all or in part, and view payment and tax receipts.

In this document, you will learn:

- About the fees charged by the CBE
- About the *Fees Central* access requirements
- How to open *Fees Central*, and
- About the *Fees Central* features.

NOTE: This document references external resources; view it online so that you can follow the links. See the [Using Fees Central Guide](#) (PDF) for in-depth information and instructions.

About Fees

Student fees are charged to parents and independent students for instructional supplies and materials, transportation, deposits, and more. See [CBE | Fees & Waivers](#) for more information.

Your [My CBE Account](#) is linked to your CBE-enrolled child or children, and the fees that you see in *Fees Central* reflect those enrollments. You can quickly view and pay fees using *Fees Central*, or you can pay the fees at your child or children's school(s) or through automatic bank withdrawals (Noon Supervision and Transportation fees only). See [CBE | Flexible Payment Options](#) for more information.

If you are unable to pay your child or children's fees, you can apply for a fee waiver online using the [My CBE Account Fee Waiver](#) tool. See the [Getting Started with the Online Fee Waiver QRG](#) (PDF) for information. You can also apply at your child or children's [school\(s\)](#) or by mail using the printable [Fee Waiver Application](#) (PDF). See [CBE | Waivers](#) and [CBE | Fee Information Questions and Answers](#) for information.

NOTE: At the CBE, no child is denied an education because of an inability to pay fees. If you are experiencing financial hardship but do not meet the fee waiver criteria, you can discuss alternative payment options with your child or children's [school principal\(s\)](#).


Fees Central Access Requirements

Fees Central requires:

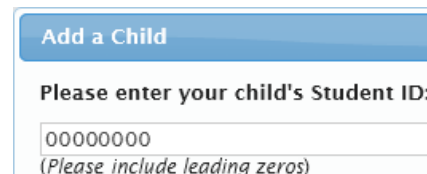
- An existing [My CBE Account](#) with an email address that matches the Legal Guardian email address at your child or children's school(s). See the [Using Fees Central Guide](#) (PDF) or the [Getting Started with My CBE Account QRG](#) (PDF) for more information
- That your [My CBE Account](#) lists your child or children in the **My Child / Children** section of the *My Account* page. If not, then you must add your child or children:

1. Log into [My CBE Account](#).
2. In the **My Child / Children** section of the *My Account* page, click "**Add a Child.**"

NOTE: If the "Add a Child" link is not shown, then your [My CBE Account](#) email address does not match the Legal Guardian email address at your child or children's school(s). Visit or contact the [school\(s\)](#) to update the email address.

My Child / Children  [Add a Child](#)

3. The *Add a Child* form opens. Enter your child's CBE Student ID in the field.



Add a Child

Please enter your child's Student ID:

00000000
(Please include leading zeros)

NOTE: You can find the ID number on your child's student ID card and report card. Alternatively, your child may know the number, or you can visit the [school](#) in person to request the number.

4. Click **OK**.

5. The child is added to the **My Child / Children** section. Repeat as required.

See the [Managing Children in My CBE Account QRG](#) (PDF) for more information.

Verify that you meet the requirements before you go to *Open Fees Central*.

Open Fees Central

TIP: In the [My CBE Account | Fees Central | Help](#) page (login required), click "**Viewing and Paying Fees Using Fees Central Demo**" (Video) for the demonstration video for this procedure.

To open *Fees Central*:

1. Log into [My CBE Account](#).
2. The *My Account* page is displayed. In the **Where to go next** section on the right, click "**Pay Fees.**"

NOTE: If the "**Pay Fees**" link is not shown, then your [My CBE Account](#) email address does not match the Legal Guardian email address on file at your child or children's school(s). Visit or contact the [school\(s\)](#) to update the information.

Where to go next

[Pay Fees](#)

The *Fees Outstanding* page is displayed.

Fees Central Features

Fees Central includes an upper menu for opening its pages:

[Home](#) | [Fees Outstanding](#) | [Payment History](#) | [Help](#) | [Contact](#)

Home

When using *Fees Central*, click "**Home**" to return to the [My CBE Account My Account](#) page.

Fees Outstanding

The *Fees Outstanding* page is the *Fees Central* home page. **Scroll down the page to view and pay your child or children's fees.** See the

[Viewing and Paying Fees Using Fees Central QRG](#) (PDF) for information. You can also send, view, and print your tax receipt for Noon Supervision fees from this page. See the [Managing Fees Central Receipts QRG](#) (PDF) for information. When using the other *Fees Central* pages, click "**Fees Outstanding**" to return to this page.

Payment History

Click "**Payment History**" to view the payments that you have made through *Fees Central*. Receipts for payments made through other methods — like at a school — will not be shown, but those amounts will be applied to the outstanding fee balance. See the [Managing Fees Central Receipts QRG](#) (PDF) for more information.

Help

Click "**Help**" to view the *Fees Central* help materials. Click a link to open that resource in a document or pop-up window.

Contact

You can use the *Help* page resources to solve most *Fees Central* issues yourself. If the help materials do not answer your question, try the following:

- If your question or issue is related to using *Fees Central* or paying fees online, email onlinefeepayments@cbe.ab.ca
- If your question or issue is related to fee waivers or Noon Supervision or Transportation fees or refunds, email studentfees@cbe.ab.ca
- If your question or issue is related to other types of fees or refunds, visit or contact the [school](#) that is charging or refunding that fee.

Click "**Contact**" to view additional *Fees Central* contacts.