
ADMINISTRATIVE PROCEDURE 505

SCHOOL FEES

Background

All students are to have access to the education prescribed by the Minister at the lowest possible cost to the students. While the Division has the power to levy fees under Section 60 of the School Act, these fees must reflect the needs of the school and community. The Division recognizes that educational programs help define what is unique, valuable and attractive about a school within its community. While some costs must be recovered, the recovery must be done in a way that resultant fees do not form an impediment to any student acquiring the education they desire and that such fees do not become a burden on parents. The Division, therefore, authorizes the collection of Program and Non-Program Fees, as reviewed and approved by the Superintendent and submitted for a final approval by the Ministry of Education as per the proclaimed Bill 1 and related school fee regulations. Bill 1 prohibits the Division to charge Instructional Material Fees from parents for the school year 2017-2018 and beyond.

Procedures

1. All students in the Division will be assessed Program and Non-Program Fees as per the needs of the schools.
 - 1.1 The Program and Non-Program Fees are subject to the following provisions:
 - 1.1.1 To support parents who encounter financial hardship, the Division can reduce the fees required. All program and non-program fees permitted under this administrative procedure may be reduced upon confidential application (Form 1012) to the Assistant Superintendent – Business Services, with documentation demonstrating financial difficulty. Reduction will be prorated based on the prior year's total taxable household income which falls within $\pm 10\%$ of the Statistics Canada Low Income Cut-off for 5 person households in urban areas under 30,000 people.
 - 1.1.2 When a student transfers to another school jurisdiction during the school year, the school shall reimburse any unused fees that were paid as identified under Procedure 3.1.
 - 1.1.3 Non-program fees identified in Procedure 4.1:

- 1.1.3.1 Are not refundable where a service has been performed or a product has been received; and
 - 1.1.3.2 Shall be refunded on a pro-rated basis, to a student who transfers to another school jurisdiction during the school year, where the activity covered by the fee extends over a period of time and where the student is present only for a portion of that time.
 - 1.2 The Principal shall ensure that the fees are remitted to the Education Services Centre on a monthly basis.
 - 1.3 Fee refunding requests shall be addressed in writing to the office of the school the student is attending and the refund will be processed timely by that office. In a case of dispute or concern regarding the fee refund, the Division's Administrative Procedures and Policy referred in the Clause 12 of this Administrative Procedure will be followed.
2. The Instructional Materials grant funding entitle a student to receive all the basic instructional materials required for the program and courses in which he/she is enrolled.
 - 2.1 Basic instructional materials are defined as materials required for any course that is introductory in nature. These include but are not limited to teaching the program of studies in traditional junior high industrial arts/fabrication and design and home economics/foods/fashion courses. At the senior high level, basic instructional materials include those materials that are used to teach the program of studies in all courses. It is expected that basic funding and the Instructional Material grant funding will cover these costs.
 - 2.2 Non-basic instructional materials are those materials and or courses that would not be offered to students due to the costs of rental of equipment, off-site costs, high cost programs unique to the community, etc. Examples include, but are not limited to, advanced CTS courses, band instrument rentals, high cost student projects, etc. These fees must be approved by the Superintendent.
 - 2.3 Each student enrolled in an Elementary School or a Junior High School grade shall receive, for his or her personal use, a copy of any textbook or instructional material used for instruction in Language Arts, Mathematics, Science and French.
 - 2.4 Each student enrolled in any High School course shall receive a copy of any prescribed textbook for his or her personal use.
 - 2.5 Books not returned in a condition similar to when they were signed out will be paid for by the student.
3. The Superintendent will authorize the collection of additional fees for student actions or activities that are course related and only where the student utilizes materials that are beyond the materials normally supplied by the school for such a course or where the

materials, equipment or facilities used in a course taken by a student cannot normally be covered under the basic Instructional Materials fee. The Superintendent will identify any such additional fee categories and grant permission to schools to assess such fees.

- 3.1 Schools may charge fees for the following:
 - 3.1.1 Food costs for Outdoor Education field trips;
 - 3.1.2 Accommodation and food costs for extended field trips;
 - 3.1.3 Usage fees for non-Division facilities; for example, racquetball, golf, skiing;
 - 3.1.4 Transportation costs for curricular or extra-curricular field trips;
 - 3.1.5 High cost programs described in procedure 2.2, if approved by the Superintendent; and
 - 3.1.6 Other costs as authorized by the Superintendent.
- 3.2 The activity for which a program fee is proposed must be identified in the course outline at the beginning of a term or semester or must be considered a worthwhile addition to the program.
- 3.3 Provisions must be made for students who are unwilling or unable to pay the special fee.
4. The Superintendent will authorize the collection of additional fees for student actions or activities that are not course related and only where the student has the ability to opt out of the action or activity. The Superintendent will identify any such fee categories and grant permission to schools to assess such fees.
 - 4.1 Schools may charge non-program fees for the following:
 - 4.1.1 Lock rental;
 - 4.1.2 Purchase of gym strip;
 - 4.1.3 Student union fees;
 - 4.1.4 Student club fees;
 - 4.1.5 Purchase of yearbook;
 - 4.1.6 Purchase of school pictures;
 - 4.1.7 Fees for sports teams; and

4.1.8 Other fees as authorized by the Superintendent.

5. The Superintendent shall be advised not later than May 31 in each year of all program fees and all non-program fees levied at each school.
6. Schools shall establish an annual parental consultation process for the program and non-program fees. The consultation process needs to be finalized before the proposed fees are provided to the Superintendent's review and approval.
7. Proper accounting for all school fees will be implemented and any fees collected will be used only for the purpose for which they were collected.
8. All students enrolled in similar grades or courses in the Division will be assessed similar fees when such fees are authorized.
9. The Division prohibits schools from using any methods of circumventing the intent of this administrative procedure by requiring students to pay any unauthorized fees either through the school directly or through any organization acting directly or indirectly as an agent of the school.
10. Schools will pursue the collection of fees diligently.
11. Fees will be waived for families that cannot afford to pay them. No student will be prevented from participation because of the inability to pay a fee.
 - 11.1 At the beginning of the school term, parents shall be provided with a Notice of Fees Assessed, (Form 505-01), outlining the fees payable.
 - 11.2 Parents who have not paid fee accounts by October 15 are to be sent a Reminder Notice (Form 505-02) by October 30. The Reminder Notice will incorporate a Contract for Payment by installment.
 - 11.3 Parents who have not paid fee accounts by November 15 are to be sent a Second Reminder Notice (Form 505-03) by November 30. The second Reminder Notice will incorporate a Contract for Payment by installments and will advise the parent that the account will be turned over to a collection agency.
 - 11.4 The School will issue final Demands for Payments for all accounts still outstanding as at December 31.
 - 11.5 Accounts still outstanding as at January 31 will be turned over to a commercial collection agency for collection. In the case of a high school student registering for the second semester, the months set out in Procedures 11.2, 11.3, and 11.5 are to be considered to read March, April and June respectively.
 - 11.6 Notwithstanding that parents sometimes refuse to pay the fees, schools are not to refuse to supply instructional materials or texts to students, nor is the issuance

of instructional materials or texts to students to be revoked for reason of nonpayment of fees.

- 12 Resolution of disputes and concerns between the parents and the Board regarding fees and costs shall follow the Division's Administrative Procedure 151 - Parent and Public Inquiries, Administrative Procedure 380 - Appeals Concerning Student Matters and Policy 17 - Appeals and Hearings Regarding Student Matters.

Reference: Section 16, 60, 61, 113 School Act;
Bill 1

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