

STUDENT FEES AND SERVICE CHARGES

Definitions

1. Fees

A charge to parents/guardians that is set on a cost-recovery basis for students to receive a service or supply.

Basic Educational Services

Services, supports and materials required for a student to successfully complete a prescribed program of instruction as defined in the Guide to Education. Examples may include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic educational content and photocopying.

Enhanced Educational Services

Services, supports and materials that are not required for a student to successfully complete a prescribed program of instruction as defined in the Guide to Education. Examples may include curricular field trips, programs of choice, cultural activities, and options programming.

Non-curricular Services

Optional activities or materials that are outside of the educational mandate of the Division. Examples may include sports teams, clubs, agendas/student planners, yearbooks, and extended non-curricular trips.

2. Appropriate Expenditure of Fees

An appropriate expenditure of fees is determined solely on what was communicated to the parents/guardians before the fee was charged. Fees must solely be spent for the purpose for which they were collected.

Responsible Parties

The custodial parents of the student or the people whom a court order or written agreement designates responsibility for fees. In the absence of a court order or written agreement designating explicit responsibility for fees, responsibility shall be split evenly between custodial guardians.

Procedures

1. As per the *School Fees and Cost Regulation 3(2)* a board shall not charge any fees or costs for textbooks, workbooks or photocopying, printing or paper supplies.
2. The Board will annually set the divisional technology fee.
3. Subject to point 1, the Principal may assign fees for Enhanced Educational Services and Non-Curricular Services on a cost recovery basis.

4. A School Fee Summary Document will be completed annually, reviewed with the School Council and posted on the school's public website.
5. The School Fee Summary Document will be submitted with the divisional budget to Alberta Education for review. After submission, no changes will be permitted until the following school year.
6. The School Fee Summary Document will include the following:
 - a) Fee name (indicating if Enhanced, or Non-curricular);
 - b) Demonstration of the need for charging the fee;
 - c) Fee amount;
 - d) Prior year fee amount;
 - e) How the collected fee will be used;
 - f) What will be done with unused funds;
 - g) Revision date.
7. The Principal shall ensure a minimum of two notices are sent to the responsible parties on fees owing and the Associate Superintendent, Business Services will ensure an additional two notices are sent prior to accounts being sent to third party collections.
8. A student's basic educational experience shall not be impacted by non-payment by parents. Only services related to programs of choice or non-curricular services may be denied to students as a result of non-payment of fees.
9. The Principal may arrange alternate payment schedules for parents to accommodate varying circumstances for individual families.
10. The Associate Superintendent, Business Services shall approve all reductions and waivers of fees through the Division's fee waiver process.
 - a) The criteria and the application form for the fee waiver process shall be posted on the Division's website.
 - b) Waivers shall be approved only on an annual basis and must be reapplied for annually.
 - c) The Principal shall ensure parents and staff are informed annually of the waiver process.
11. Fees must be used for the purpose that was specified prior to being charged. Unused fees in excess of \$20 per student will be credited to the students account or refunded.
12. Any dispute regarding fees that cannot be resolved between the Parent and the School Administration will be brought to the attention of the Associate Superintendent, Business Services for a ruling. According the clause 124(1.1) of the School Act this ruling can be requested in writing to be reviewed by the Minister.

December, 2003

Amended: January 17, 2005; July, 2009 ; August, 2012 and Renamed (Originally School Fees)
To Draft Status November, 2012

Updates: June, 2013; September, 2015

Amended: Name Change from Instructional Supplies & Materials Fees June, 2017

References

Section 16, 20, 21, 30, 39.1, 51, 60, 61, 113, 124 School Act
School Fees and Costs Regulation