

## **802.2 Student Fees**

### **Procedure**

1. Determination and Approval of Student Fees
  - 1.1. All fees must be charged based on the estimated cost to provide supplies or services.
  - 1.2. Schools shall consult with parents/guardians or school council prior to establishing, increasing, or decreasing fees.
  - 1.3. Schools must be able to demonstrate that any proposed new fee or increase in an existing fee greater than 5% as reasonable and justifiable.
  - 1.4. All fees shall be developed, and a proposed fee schedule submitted for board approval by February 28<sup>th</sup> to be submitted to the Board of Trustees for review and approval at the March board meeting of the preceding school year.
  - 1.5. A high-level summary of the fees will be provided during the budget process to the Board and is submitted to Alberta Education before May 31<sup>st</sup> of each year.
  - 1.6. All fees shall be posted to the Division website and to individual school websites to provide information to the public.
  - 1.7. Only fees that have been approved in 1.4 and 1.5 shall be charged. Fees charged may be less than approved in 1.4 and 1.5 should the cost of the services or supplies be less than originally anticipated.
2. No fees shall be charged for Basic Educational Services.
3. Student Materials for Personal Use

When required by the school, students are responsible to provide materials for personal use. Some materials may be available for purchase through the school.

Procedure

4. Enhanced Educational Service Fees: In general, a student should be able to complete the core learning outcomes at a basic level without payment of supplemental fees. No extra fees for these courses shall be assessed except as listed below:
  - 4.1. Optional Programming Fees:
    - 4.1.1. Secondary students enrolled in optional courses, or in courses using special resources, may be assessed a fee to help offset the high costs of supplies for these programs. The fee shall be determined by calculating the average cost per pupil per course during the last school year plus any program changes or inflationary costs as applicable.
    - 4.1.2. In secondary schools, a fee may be charged to a student, or the student may be asked to bring materials for any project for which they plans to retain, provided that parental approval is obtained or the materials are paid for in advance of starting the project.
    - 4.1.3. Fees may include a charge to students to cover the fees charged by business establishments for curricular related activities.
    - 4.1.4. Students are expected to supply their own clothing and special equipment for work experience programs.
    - 4.1.5. No student shall be excluded from a program because of inability to pay the supplemental fees referred to in 4.1.1.
  - 4.2. Field Trips Fees
    - 4.2.1. Students shall not be assessed a fee for transportation if the field trip is considered part of the basic educational program delivery.
    - 4.2.2. The school may request student participation in covering the costs of meals and accommodation on any field trip; and, the cost of transportation on any trip not covered in 4.2.1, provided that the parents of each student are informed in advance as to the nature and costs of the trip.
    - 4.2.3. Under no circumstances shall students participate in covering the costs of substitute teachers for curricular field trips.

## **802.2 Student Fees, cont'd**

5. Non-Curricular Services fees shall be charged for optional activities and materials outside of the educational mandate of the school division. Procedures related to specific services and fees follow.

5.1. Music Instrument Rental

In the case of those students who are not able to purchase their own instruments, or to rent from commercial firms, and in the case of those students who play large, expensive instruments which are not normally owned privately, the Board is prepared to rent these instruments according to the terms described herein.

5.1.1. All rental fees shall be in accordance with a schedule approved by the Board.

5.1.2. If the rental is paid for a complete school year, then the fee shall be refunded on a pro-rated basis if a student transfers or is unable to continue due to illness. Students may also receive pro-rated refunds if they discontinue band within four months of the start of the school year.

5.1.3. Where instruments are rented from the School Division, the student and their parents shall be required to sign a Form - 603.11.1 – Musical Instrument Rental Agreement. All students participating in the band program shall be required to supply their own reeds, valve oil, cork grease, swabs, etc.

- 5.2. With respect to athletic teams and other non-curricular activities, substitute costs for teacher supervisors/coaches may be included in fees.

5.3. Student Activities and Services Fees

Schools shall be empowered to charge fees for student activities and services in accordance with the approved fee schedule provided the rationale and cost of such activities and services is explained to students and parents at the time of student registration.

Such programs are not limited to but may include the following:

- 5.3.1. student council;
- 5.3.2. graduation exercises;
- 5.3.3. social events;
- 5.3.4. yearbook;
- 5.3.5. student newspaper;
- 5.3.6. school photographs;
- 5.3.7. activity passes.
- 5.3.8. Team sports and associated travel costs

## **802.2 Student Fees, cont'd**

6. Fee Collection and Remittance
  - 6.1. Student fees are considered due at the time of student registration;
  - 6.2. Schools are responsible for the collection of student fees;
  - 6.3. Responsibility for the issuance of fee receipts shall rest with the office (school or Division) that collects the student fee;
  - 6.4. Schools may encourage payment of school fees through the use of school newsletters, phone calls and/or other means. If school fees are not paid within 60 days, schools may notify parents by direct letter or email, indicating unpaid fees
  - 6.5. Every reasonable attempt to collect the fees shall be done by the school.
7. Fee Waiver

Parents and/or students who are unable to pay school fees, may apply to the school to have these fees waived by completing Form 802.2 Student Fee Waiver Request and submitting to the school Principal.
8. Fee Refunds

Fees shall be refunded in accordance with the following guidelines:

  - 8.1. if a student attends only one semester, or any part thereof, the fee to be assessed is half of the total yearly fee. However, the principal may use discretion in the case of extremely late registrations;
  - 8.2. if a student attends the first semester and the second semester, or any part thereof, the full fee is to be assessed;
  - 8.3. when a student is registered in one or two courses and is only attending school part of the day, then the principal may, at their discretion, pro-rate the annual fee;
  - 8.4. when there is an inter-school transfer of fees, fees are to be refunded or transferred at the discretion of the schools involved.
  - 8.5. if receipt of student fees is outstanding at the time of an inter-school transfer, a letter to this effect shall accompany the transfer.
  - 8.6. if a fee schedule has been created based on participant numbers and a student chooses to remove themselves from that activity, the refund of fees may be prorated for any non-refundable costs already incurred.
9. Dispute resolution
  - 9.1. Parents/guardians and students shall have the right to appeal decisions regarding Student Fees. The decisions include:
    - 9.1.1. Fees charged
    - 9.1.2. Fee Waiver request decision
    - 9.1.3. Refund of fees
  - 9.2. The appeal shall be submitted, in writing, to the Associate Superintendent of Business and Operations.

The final level of appeal prior to the Board is the Superintendent