

802.2 School Fees

Policy

The Board approves the charging of fees for Enhanced Educational Supplies and Services and for Non-curricular Services subject to the regulations. The Board directs that reasonable efforts be made to collect fees, fines, and charges owed to the Division.

Definitions

Basic Educational Services - services, supports, and materials required for a student to be successful in meeting the core learning outcomes at a basic level. Examples include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic content, and photocopying.

Enhanced Educational Services - services, supports and materials that are not required to meet the core learning outcomes at a basic level but that are provided to enhance the student's learning opportunities. Examples may include curricular field trips, programs of choice, cultural activities, technology user fees, and options programming.

Non-curricular Services - optional activities or materials outside of the educational mandate of the jurisdiction. Examples include sports teams, musical instrument rental, clubs, agendas, athletic and spirit wear, lockers, and extended non-curricular trips.

Regulations

1. Fees for Basic Educational Services are prohibited from being charged and collected by schools or the Education Centre.
2. Schools shall consult with parents/guardians prior to establishing, increasing, or decreasing fees on a schedule of Fees for Enhanced Educational Services and Fees for Non-curricular Services. The fee schedule shall be posted by the end of the preceding school year, at the time of registration and/or in advance of registration.

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3. Schools shall be able to demonstrate the need and costs for any fees to be charged on the fee schedule.
4. Fees for Enhanced Educational Services and Non-curricular Services shall be approved by the Board.
5. Fees for Enhanced Educational Services for similar courses and materials shall be similar for students in all Division schools.
6. The expenditure of all fees shall be in accordance with the purpose communicated.
7. The expenditure of all fees shall be recorded through the Division's prescribed software and reported annually in the manner prescribed by the Minister in the Audited Financial Statements.
8. Schools shall establish a process to refund fees for goods and services as deemed necessary, or requested, and the refund shall be based on the unused portion of the fees.
9. Fees may be waived by the principal or administrative designate for parents/guardians and Independent Students demonstrating undue financial hardship. Schools will notify parents/guardians or Independent Students of the process and procedures to request a fee waiver. (Refer to Procedure 802.2)
10. Responsibility for the collection of fees for Enhanced Educational Services and fees for Non-curricular Services shall rest with the school. Schools are responsible to make every reasonable effort to collect outstanding fees.
11. A dispute resolution process shall be in place to address fee related concerns between parents/guardians/Independent Students and the Division. (refer to Procedure 802.2)

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Education Act:	3, 4, 57
Alberta Education School Fees Regulation	76/2022
Other Statutes:	Act to Reduce School Fees (2019)
Division Policies:	Procedure 802.2 School Fees