

STUDENT FEES

Background

The Division will monitor fees assessed for school related activities. The need for school fees will be communicated by the school to their school community. This administrative procedure does not deal with tuition (ie. Adult Students, International Students).

Procedures

1. The Principal may assign fees for specific school related activities. The Principal is responsible for ensuring that all fees charged by the school are listed on the school's public website. The fee listing shall include the following information for each fee:
 - 1.1 Fee amount;
 - 1.2 Criteria for charging fee (i.e. course or grade level);
 - 1.3 What will be purchased using the fee; and
 - 1.4 What school generated funds project the fee goes to.
2. The Principal shall annually consult the school community prior to setting, increasing or decreasing fees. This would be done through the school newsletter and/or school council meetings.
3. Any disputes or concerns over the fees assessed or costs incurred shall be directed to the Superintendent or designate.
4. Any fees charged for courses/options must be approved by the Superintendent prior to the school year in which they will be charged. A complete schedule of all fees and amounts must be submitted by the school with the spring budget submission to the Assistant Superintendent - Business, for further review by Alberta Education.
5. No additional fees will be added during the school year without first having Ministerial approval.
6. New fees added that have not been previously approved, or existing fees that are being proposed for an increase of 5% or more, must receive written Ministerial approval prior to implementation.
7. School fees are to be used for the purpose for which they are collected, and must directly relate to the cost of supplies or materials provided to students.
8. Refunds
 - 8.1 Students who registered after the commencement of the school year or semester or who transfers to another school jurisdiction prior to the end of the school year or semester will be charged or refunded student fees on a pro-rated basis.
 - 8.2 Non-instructional fee proration shall be the lesser of the actual costs of materials not used, or

- 8.2.1 For semestered courses, 1/5th for each full calendar month the student will or will not attend.
- 8.2.2 For full-year courses, 1/10th for each full calendar month the student will or will not attend.
- 8.3 A Principal will issue refunds where student fees were charged for enhanced educational services and non-curricular activities when the related expenses are significantly less than anticipated. An exception may be when the fees for these types of services and activities include a portion that will be used to offset the cost of planned future expenditures.
- 8.4 No student fee refunds will be issued for amounts less than \$10.00. Credit balances of under \$10.00 can be transferred to another family member within the Division or can be left on the students account and applied to the following school year.
- 8.5 Refund credits on account will be applied in the following order:
 - 8.5.1 Outstanding fees
 - 8.5.2 Left on account for future fees
 - 8.5.3 Transferred to sibling fees, on request
 - 8.5.4 By cheque
- 8.6 Annually, in September, parents will be notified via the school newsletter of the above refund information. Parents are not required to request a refund.
- 9. The student is responsible for proper care and custody of all items borrowed under the provision of this procedure. Students must return all textbooks and loaned resources or equipment at the end of the school semester or term in order to not be charged for lost resources.
- 10. Fees are due and payable thirty days after the commencement of the school year or semester. In addition to other forms of communication, Principals are to send a minimum of 2 reminder notices in the school year to parents/guardians with outstanding accounts advising these amounts are to be paid.
- 11. Division Office personnel will make a determination of the process in which fees outstanding after sixty days will be collected.
- 12. Provisions are made to assist students and families that cannot afford fees. These provisions must be clearly communicated to school staff and parents/guardians (ie. monthly payments).
- 13. If financial circumstances warrant, a parent/guardian may apply to the Principal to have some or all of their fees waived (*Administrative Procedure 506 - Student Fee Waiver Requests*).
- 14. The school must make every effort to ensure student and contact information is kept up to date.

Reference: School Fees and Costs Regulation
Section 16, 60, 61, 113, School Act

Related APs: Student Fee Waiver Requests (AP 506)

Amended: December 2018