

## SCHOOL AND ADMINISTRATIVE FEES

### Background:

The Division may charge fees to provide quality programs, enhanced learning experiences, and/or provide goods or services for students.

### Definitions:

#### Administrative fees:

include facility rental and lease rates, specialized student services fees charged to other school jurisdictions, student transportation fees, and Alberta non-resident and international student tuitions.

#### Core course:

is any course of study in which enrolment is mandatory as per Alberta Education ECS to Grade 12.

#### Co-curricular activities:

activities that take place during the school day.

#### Extracurricular activities:

activities that take place outside of the school day.

### Next Step:

Next Step is a supportive, alternative junior and senior high school for students who require a non-traditional, individualized program.

### School fees:

include optional course fees and other fees.

- **Optional course fees:**  
fees charged to cover a portion of the resources and materials provided in each specific non-core course—for example, band, fine arts, advanced placement, second languages, knowledge and employability, career and technology studies, etc.
- **Other fees:**  
fees charged by schools, including activity (field trip) fees, consumable fees, graduation, lunch supervision, student unions, athletics teams, clubs, fine arts groups, etc.

### Procedures:

1. Administrative fees
  - 1.1. [Board Policy 2: Role of the Board](#) establishes that the Board shall approve administrative fees annually.
  - 1.2. Transportation fees

- 1.2.1. Determination and approval process
  - 1.2.1.1. The Director of Student Transportation and the Division Principal shall consult with the Board on proposed fees at a Board Caucus meeting by demonstrating the need to charge the fee—supporting the amount with costs.
- 1.2.2. Communication
  - 1.2.2.1. The Director of Student Transportation shall provide parents/guardians with an invoice in the spring of each year.
  - 1.2.2.2. Transportation fees are due June 30, prior to commencement of the new school year, unless on a payment plan.
  - 1.2.2.3. Parents/guardians shall be advised of payment options.
- 1.2.3. Fee waivers
  - 1.2.3.1. In the event of financial hardship where parent(s)/guardian(s) are unable to pay the transportation fees, the parent(s)/guardian(s) can apply for certain transportation fees to be waived using the [Application for Waiver of Fees](#) (Form 505-1).
- 1.2.4. Payment plans
  - 1.2.4.1. Parent(s)/guardian(s) may request a payment plan by preauthorized debit over a seven-month period, beginning September 20 and ending March 20.
  - 1.2.4.2. An administrative fee may be applied to payment plans.
- 1.2.5. Bus passes
  - 1.2.5.1. A bus pass shall be issued to each registered rider.
  - 1.2.5.2. Subsequent bus passes shall be provided at a replacement cost.
- 1.2.6. Outstanding fees
  - 1.2.6.1. Prior to going to a collection agency, a reminder notice shall be communicated to the parent(s)/guardian(s).
- 1.2.7. Subsequent management and calculation processes
  - 1.2.7.1. Parent(s)/guardian(s) of students who are new to the Division, or who enrol subsequent to the commencement of the school year or semester, shall be charged transportation fees using the following process:
    - 1.2.7.1.1. On or before the 15<sup>th</sup> of the month, parent(s)/guardian(s) shall be charged as if they had registered the student at the beginning of the month.
    - 1.2.7.1.2. After the 15<sup>th</sup> of the month, parent(s)/guardian(s) shall be charged fees for one-half of the month.

- 1.2.7.2. Parent(s)/guardian(s) of students who leave the school prior to the end of the school year or semester shall be refunded transportation fees using the following process:
  - 1.2.7.2.1. On or before the 15<sup>th</sup> of the month, parent(s)/guardian(s) shall be refunded for one half of the month. After the 15<sup>th</sup> of the month, they shall not be refunded for the month.
  - 1.2.7.2.2. An administrative fee may be applied for all cancellations and refunds.
- 1.2.7.3. Refunds shall not be granted when suspension of bus service occurs due to inclement weather, or other unavoidable cause.

## 2. School fees

### 2.1. Determination and approval process

- 2.1.1. The Board shall establish parameters for the determination of school fees.
- 2.1.2. School fees shall be reviewed and determined annually for the upcoming school year according to the following process:
  - 2.1.2.1. The Principal shall consult with parents/guardians at a school council meeting prior to setting, increasing or decreasing fees.
  - 2.1.2.2. The Principal shall establish proposed fees by using the parameters set by the Board, Principal discretion, parent/guardian feedback and fee calculations tools.
  - 2.1.2.3. The Principal shall hold a second school council meeting with parents/guardians to share proposed fees and rationale for additions, increases or decreases.
  - 2.1.2.4. The Principal shall forward proposed school fees to the Superintendent or designate for review and approval.
- 2.1.3. School fees:
  - 2.1.3.1. shall be used within the school year and shall be set on a cost-recovery basis;
  - 2.1.3.2. shall accompany course selection forms as estimated or proposed fees for the new school year;
  - 2.1.3.3. shall be provided to parents/guardians before a student may try out for an extracurricular or sports team;
  - 2.1.3.4. may be used for repair, maintenance and consumable supplies; and
  - 2.1.3.5. may be used to hire supervision for the co-curricular activity.
- 2.1.4. Schools may charge a fee for lost or damaged materials, for example textbooks or equipment, on a cost-recovery basis at the discretion of the Principal.
- 2.1.5. An administrative charge may be assessed for all NSF cheques or default in payment plans.

- 2.1.6. Lunch supervision fees:
  - 2.1.6.1. The Principal may provide lunch supervision through paid supervisors.
  - 2.1.6.2. Lunch supervision fees may only be charged if paid supervisors are employed.
  - 2.1.6.3. The lunch supervision expense shall be recorded against the fees collected.
- 2.1.7. Summer School, Campus EIPS and alternative programs may charge a deposit at the time of registration to offset costs associated with cancellation, if approved by the Secretary-Treasurer.
- 2.2. Unacceptable fees and uses
  - 2.2.1. Fees shall not be charged for textbooks, mandatory workbooks, photocopying, printing or paper.
  - 2.2.2. Fees shall not be charged for materials or equipment related to core courses, other than activity (field trip) fees.
  - 2.2.3. Fees, gifts and donations, and fundraising monies shall not be used for classroom instruction.
  - 2.2.4. Fees shall not be charged in lieu of fundraising.
  - 2.2.5. Damage deposits shall not be charged.
  - 2.2.6. Fees shall not be used to purchase or replace capital equipment, as defined in [Administrative Procedure 516: Capital Assets and Capital Projects](#).
- 2.3. Communication
  - 2.3.1. Schools shall provide parents/guardians and students with a list of approximate fees prior to registration.
  - 2.3.2. Schools shall post school fees on their website by June 30 of the prior school year.
  - 2.3.3. Schools shall provide parents/guardians with an invoice for school fees at the beginning of the school year.
    - 2.3.3.1. School fees are due 30 days following assessment.
    - 2.3.3.2. Payment of school fees shall be the responsibility of the parent(s)/guardian(s).
      - 2.3.3.2.1. Schools are not responsible to intervene or attempt to enforce court orders or agreements between parents/guardians with respect to the division of school fees.
  - 2.3.4. In the event of financial hardship where the parent(s)/guardian(s) is unable to pay the school fees, the parent(s)/guardian(s) can apply for certain school fees to be waived using the [Application for Waiver of Fees](#) (Form 505-1), and
    - 2.3.4.1. if eligible to have fees waived, the Principal has authority to waive remaining school fees at the same rate that is waived by the Secretary-Treasurer; or

- 2.3.4.2. if ineligible to have fees waived and is unable to pay the full amount when due, the parent(s)/guardian(s) may contact the school to be advised of payment options such as installment payments. The Principal must approve payment options and the payment plan must be completed by April 30 of the current school year.
- 2.4. Outstanding fees
  - 2.4.1. In addition to other communication methods schools may use, schools shall issue by mail or email a minimum of two reminder notices to parents/guardians with outstanding fees.
  - 2.4.2. The Secretary-Treasurer shall issue a final notification letter to parents/guardians with outstanding fees, as authorized by the Principal, and shall advise that outstanding fees shall be forwarded to a collection agency by August 31.
- 2.5. Subsequent management and calculation processes
  - 2.5.1. Regardless of fee payment status, students shall be able to participate in curricular activities.
  - 2.5.2. Schools may, at the discretion of the Principal, decide on a student's participation in co-curricular or extracurricular activities due to unpaid fees.
  - 2.5.3. Schools can instruct parent(s)/guardian(s) of students with a prior history of non-payment of fees to choose an option with a lower cost.
  - 2.5.4. In the event a student is enrolled subsequent to the commencement of the school year or semester, parent(s)/guardian(s) shall be charged school fees on a prorated basis using the following process:
    - 2.5.4.1. On or before the 15<sup>th</sup> of the month, parent(s)/guardian(s) shall be charged fees as if the student had registered at the beginning of the month.
    - 2.5.4.2. After the 15<sup>th</sup> of the month, parent(s)/guardian(s) shall be charged fees for one-half of the month.
  - 2.5.5. Determination of refunds:
    - 2.5.5.1. When fees are assessed, a statement regarding refunds should be outlined on each activity or event as follows:
      - 2.5.5.1.1. Refunds will be issued when students are unable to participate in an activity; or
      - 2.5.5.1.2. Refunds are available for the registration portion only. The cost of busing cannot be refunded; or
      - 2.5.5.1.3. We are unable to issue refunds for this activity—for example, fixed costs.
  - 2.5.6. Parent(s)/guardian(s) of students who leave the school prior to the end of the school year or semester shall be refunded school fees on a prorated basis using the following process:

- 2.5.6.1. On or before the 15<sup>th</sup> of the month, parent(s)/guardian(s) shall be refunded for one half of the month.
- 2.5.6.2. After the 15<sup>th</sup> of the month, students shall not be refunded for the month.
- 2.5.6.3. All refunds for students leaving the school shall be paid within 30 days.
- 2.5.7. In the event of a refund, credits will be applied to outstanding fees.
- 2.5.8. Credits will remain on the student account to pay for future fees, unless the parent(s)/guardian(s) request:
  - 2.5.8.1. the credit be used to pay a sibling's fees; or
  - 2.5.8.2. a refund by cheque.
- 2.5.9. Surplus funds

Any funds remaining in a program for extracurricular teams or clubs, activities, or courses may be used to sponsor a final class/team activity or event. If surplus funds are over \$10/student/program, the surplus funds should be credited to the student's account.

**Reference:**

Sections 13, 19, 21, 23, 32, 33, 52, 53, 57, 59, 68, 196, 197, 204, 222, 225, 257 *Education Act*  
School Fees Regulation 95/2019  
School Transportation Regulation 95/2019  
Board Policy 2: Role of the Board  
Board Policy 17: Student Transportation Services  
Board Policy 23: School Fees