



Administrative Procedures

AP-417 STUDENT FEES	Date of implementation: Fall 2006 Date of update: July 1, 2023
	Related Administrative Procedures:

Purpose: The Division believes items essential to the delivery and participation in the educational program of the school should not be paid for on a fee basis.

For the purpose of this administrative procedure, all school fees are considered public funds and shall be approved by the principal in consultation with the School Community Council and follow all related administrative procedures for the safe keeping and accounting of funds. Purchase of goods and services from school fees shall follow the approved procedures of the Division.

Fees may be charged for specific materials for a course, such as a compass or musical instruments as examples, and such charges are reasonable and based on recovery of actual costs to the school. As well, a fee may be levied for supplies and materials not ordinarily provided by the Division, such as consumables like pencils, paper, notebooks, and personal use items of a general nature, such as dictionaries.

Fees may also be charged for participation in optional, non-curricular events and activities according to the procedures set out below.

Definitions:

School Fees - includes all fees, levies or charges levied on and payable by a student or by the student's parents/guardians for any course or any activity at the school or organized or sponsored by the school or the Division.

Replacement Fees – shall only be levied on students where school property such as textbooks, library books, locks, etc., are lost or willfully damaged and not related to normal wear and tear or accidental damage. Replacement fees should consider the depreciated value of the property in question.

Instructional Materials and Supplies - means supplies and materials deemed by the Division to be necessary for the instruction of students, including textbooks, workbooks, novels, and other written materials.

Offsite Activity - means an educational, cultural or recreational curricular, co-curricular, or extra-curricular excursion away from the school taken by the students under the direction and supervision of a teacher.

Special Equipment or Supplies – means equipment or supplies for a course that would not ordinarily be supplied by the Division. An example may be a student wanting to complete a wood project using oak instead of pine.

Optional Items and Events - means items or events available at or sponsored by a school that are not necessary to the instruction of students, including extra-curricular activities.

Food Services – means the provision of meals or snacks on a regular basis to students during the school day.

Budget Manager – means the principal of the school who is responsible for managing all school funds in compliance with related Budget Manager administrative procedures.

Procedures:

- 1) All student fee charges will be consistent with this procedure.
- 2) All student fees and supporting documentation records are to be maintained on file for three (3) years. These records are to be forwarded in electronic format upon request from financial services.
- 3) Only those school fees and levies as set out in this policy may be charged to students or parents/guardians.
- 4) School fees should take into consideration that no student will be denied access to course of instruction solely for reason of financial inability to pay the fees levied for such course and every effort will be made to safeguard the dignity of each family and to ensure the confidentiality of each situation.
- 5) Every effort should be made to eliminate barriers to co-curricular and extra-curricular programming resulting from fees.
- 6) Students may be required to provide a reasonable selection of consumable instructional materials and supplies required for a course and not ordinarily provided by the Division, such as paper (not for photocopier), pencils, notebooks, or personal items of a general nature.
- 7) Schools may levy fees for special equipment or supplies provided that:
 - a) No charge, levy or fee shall be charged for any equipment, supplies, or materials of any kind necessary to meet the requirements of a course of instruction; and
 - b) Such charges are reasonable and based on recovery of actual costs to the school.
- 8) Schools may levy Student Representative Council (SRC/SLC) fees to be collected and administered by the local SRC provided that such fees are reasonable in amount and are used solely for the purposes of the SRC and its related activities.
- 9) Schools may charge for transportation costs and entry fees for offsite activities provided that such charges are reasonable and based on recovery of actual costs to the school.
- 10) Schools may charge for optional items and events including participation in extra-curricular programming approved by the principal, provided, however, that:
 - a) Such charges are reasonable;

- b) Students are given the opportunity to opt out of the time or event and not pay the charges; and
 - c) Such items, events, or activities are not compulsory in a mandatory course of instruction.
- 11) Schools may charge fees related to extra-curricular programming that support the cost for release of a teacher (sub costs) to accompany the team or group to an event provided that:
- a) The principal and teacher consider limiting the impact to both instructional time and continuity.
 - b) Fees are not exorbitant and do not impede access to the program.
 - c) Fees are used only when the supervising teacher-coach/sponsor requires a substitute to supervise or coach the extra-curricular event.
 - d) Only participants in the specific extra-curricular program are charged the fee.
 - e) Any unused fees related to Section 11 of this AP-417 will be refunded to parents/students at the end of the season and not carried forward or pooled in any school accounts.
 - f) Such fees are not collected and pooled across multiple extra-curricular events.
- 12) School extra-curricular programs may charge a nominal jersey or uniform replacement fee that can lead to a planned rotational replacement of jerseys or uniforms and/or replacement of a single jersey or uniform damaged during activity use.
- 13) Schools that provide food services to students may charge a nominal fee for the provision of such services.
- 14) General:
- a) All fees are to be collected and administered through the school office.
 - b) The principal will approval all fees in accordance with this policy and relevant budget manager administrative procedures.
 - c) The principal as budget manager will follow all policies and procedures to ensure the safekeeping and accounting of funds as per relevant budget manager administrative procedures.
- 15) Fee Schedule:
- a) The principal shall submit a copy of the fee schedule for the upcoming year to the School Community Council at their final meeting of the year for review and advice to the school principal.
 - b) The Chief Financial Officer is responsible for establishing a student fee schedule for the ensuing school year for Director of Education approval prior to May 30 of each year.
 - c) Conditions and instructions for the levying of any fee are to form part of a Student Fee Schedule.
 - d) Fees in the schedule are to be stated at maximum amounts per category.

- e) All fees must be equal to or less than actual costs.
- f) Fees may be lowered at the discretion of the principal.
- g) The levy of any fee should take into consideration that such charges are reasonable and based on recovery of actual costs to the school and the fees should take into consideration that no student will be denied access to course of instruction solely for reason of financial inability to pay the fees levied for such course and every effort will be made to safeguard the dignity of each family and to ensure the confidentiality of each situation.
- h) For any academic program, no fee shall be charged for the student to successfully complete the program.

Type of Fee	Maximum Fee
Per Occurrence Fee – fees for administration to “offsite activities” (optional)	Reasonable and based on recovery of actual costs to the school
Lock Fee	Reasonable and based on recovery of actual costs to the school
Gym Clothing	Reasonable and based on recovery of actual costs to the school
Extra-Curricular – sports teams, drama clubs, etc. (optional participation) and charged only to participants	Reasonable and based on recovery of actual costs to the school
School Planner/Agendas	Reasonable and based on recovery of actual costs to the school
School supplies in lieu of “school supply list” (parent option)	Reasonable and based on recovery of actual costs to the school
Field trip/extra-curricular travel (optional participation)	Reasonable and based on recovery of actual costs to the school
Yearbook (optional)	Reasonable and based on recovery of actual costs to the school
SRC/SLC	Reasonable and based on recovery of actual costs to the school
PAA Programs	Recovery of special project cost based on the student’s project that exceeds the basic requirements of the program
Arts Education	Recovery of special project cost based on the student’s project that exceeds the basic requirement of the program
Food Services (optional)	Reasonable
Replacement Fee	Replacement value less depreciated cost and only to be applied to property lost, stolen or willfully damaged.
Grad Fees	Determined by Graduation Organizing Committee and costs should be reasonable and based on recovery of actual costs
Band	Parents supply

References:

[The Education Act, 1995](#)