

Policy 28 - Fees for School and Transportation

The Division may charge a student's legal guardian fees subject to the prohibitions and restrictions contained in the Education Act and regulations.

Fees for services and costs will be based on the principle of cost-recovery and not represent additional dollars to be placed for a different purpose.

While fees are necessary, some legal guardians or students may be unable to afford such fees. To ensure that students have access to a basic education, the Division shall make provision for forgiving or adjusting fees where economic hardship is demonstrated.

Procedures

1. The Board shall establish a schedule of fees for the Division annually in consultation with principals and the Director of Transportation Services.

Transportation Fees

2. The Director of Transportation Services may recommend fees to the Board for transportation services not funded by the Alberta Government, including:

2.1 Yard Services

2.2 School of Choice

School Fees

3. Principals shall make recommendations to the Board annually for school fees for the next operating year.
4. Principals shall consult with their school councils regarding proposed school fees prior to submission to the Board.
5. The Principal shall determine their recommendations on a cost-recovery basis when determining fees.
6. The Principal may recommend fees to the Board for the following:
 - 6.1 Required Fees
 - 6.2 Optional Courses - Curricular
 - 6.3 Other Fees to Enhance Education
7. The following may be set by the school principal, provided such fees are on a cost-recovery basis and optional to families:

- 7.1 CTS Fees
- 7.2 Foods
- 7.3 Deposits for Course (refundable): Grade 10-12
- 7.4 Student Union
- 7.5 Academy Options
- 7.6 Agendas for Elementary Students
- 7.7 Band Rental Equipment: cost recovery
- 7.8 Non-Curricular Trips
- 7.9 Curricular Trips
- 7.10 Extracurricular Fees
- 7.11 Sport Team Fees
- 7.12 Option Courses: Non-Curricular: cost recovery
- 7.13 Fitness Centre Access (refundable)
- 7.14 Lock Rentals
- 8. Sales
 - 8.1 Generally, the sale of goods and services are optional, are not considered a fee, and may be assessed by the school principal as they elect.
 - 8.2 Sales of projects (e.g. CTS) for curricular purposes must be done on a cost-recovery basis, be optional to families, and there must be an alternative provided by the school for those families that elect not to purchase the kit or project.

Accountability for Fees Collected

- 8. Principals and the Director of Transportation Services may not charge a fee in excess of the fees in the Board-approved fees schedule.
- 9. Principals shall track fees collected and the expenditures relating to those fees in order to ensure that fees collected were spent on the purposes disclosed. Principals shall provide a financial report to any legal guardian requesting such information.
- 10. Principals shall only spend dollars collected through fees for the purposes disclosed.
- 11. Principals shall ensure any unspent fees collected will be retained for the following year and used for the same purpose for which they were collected. When recommending

fees, the Principal shall consider available dollars carried forward from the previous school year.

12. Unless legal guardians are explicitly informed prior to fees being charged that unused fees will be carried forward for the next school year, unused fees shall be refunded to the legal guardians who paid them at the end of the school year.

Disclosure of Fees

13. Communications on fees at the beginning of year shared will be provided to the Superintendent prior to being shared with families.
14. There will be clear understanding and communication of fees that are required and fees that are optional, and that families are not required to pay the optional fees.
15. Schools will communicate required fees and optional fees separately.

Collection of Fees

16. The Principal shall ensure a minimum of two notices are sent to the responsible parties on fees owing and the Secretary-Treasurer will ensure one additional notice will be sent prior to accounts being sent to third-party collections.
17. A student's educational experience shall not be impacted by non-payment of school fees by legal guardians. Only non-curricular travel, sport teams, or extracurricular activities may be denied to students as a result of non-payment of fees, as determined by the Principal.

Waiver or Reduction in Fees

18. The Principal may arrange alternate payment schedules for legal guardians so as to accommodate varying circumstances for individual families.
19. The Secretary-Treasurer may approve all reductions and waivers of fees through the Division's fee waiver program. The Principal may approve all reductions and waivers of school-based fees through the Division's fee waiver program.
20. Fees may be waived or adjusted for the entire school year or for a portion of the school year.
21. The criteria and application form for the fee waiver program shall be posted on the Division's website.
22. The Secretary-Treasurer, in consultation with the Superintendent, shall use the following considerations when determining the criteria for waiving or reducing school fees:
 - 22.1. Income levels to determine economic hardship using data available from Statistics Canada
 - 22.2. Family size

- 22.3. Economic circumstances of the legal guardians including income level, employment, accessing public assistance, or data available from Statistics Canada
- 22.4. Being an independent student
- 22.5. Recommendations by the Principal.
- 23. Transportation fees may not be waived or reduced under this policy, except after the start of the school year where changes to the economic circumstances of the legal guardian(s) would qualify for a waiver or reduction under Section 20.
- 24. Waivers shall be approved only on an annual basis.
- 25. Legal guardians may appeal the decision of the Secretary-Treasurer to the Superintendent. The Superintendent's decision is final.
- 26. The Principal shall ensure legal guardians and staff are informed annually of the waiver or reduction in fees program for both school and transportation services fees.

Reference: Section 13,19, 21, 23, 32, 33, 52, 53, 59, 68, 196, 197, 204, 222, 225, 257
Education Act

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