

Administrative Procedure 508 STUDENT FEES

School fee(s) may be charged to offset the costs of:

1. Optional courses such as band, fine arts, second languages, career and technology studies.
2. Enhanced education for additional exam preparation, tutoring and summer school.
3. Activity Fee or Field trip for the cost of transportation, admission, accommodation, and other charges for field trips or special events. Includes cost of in-school clinicians and presenters, usually associated with curriculum. Includes fees for swimming and skating.
4. Extracurricular clubs, sport teams, intramurals or other programs. Includes materials, competition fees, activities and travel.
5. Non-curricular goods and services such as locks, uniforms, agendas, student union, insurance, student ID, graduation fees, parent-teacher association, fitness fees not associated with curriculum.
6. Non-funded bus services between home and school when the shortest distance between home and school is less than 2.4 kilometers
7. Non-curricular travel, accommodations and admission associated with extended (overnight) optional non-curriculum travel for arts, ski trips, athletic events and international travel.

Procedures:

1. The principal shall recommend to the Superintendent by March 1st the fee structure for the next school year based on the following guidelines:
 - a. The fee may be set, increased or decreased only after
 - i. Consultation with parents,
 - ii. the consultation process is documented, and
 - iii. documentation includes the rationale for the change
2. The fee shall be based only on cost recovery and shall be used only for the purpose for which it was collected. Unused fees of \$ 10.00 dollars or more per student will be refunded unless the parents/ guardian/adult students are explicitly informed that unused fees will be used for another purpose prior to payment of the fee. Instead of a refund, a credit will be issued to the students once the process is available within the school accounting program.
3. The supervising teacher and the principal shall ensure that arrangements are in place for covering all the financial matters, including the accounting of all revenues and expenses, a contingency fund in case a deficit occurs, and a refund process if a refund is required
4. The fee shall be used within the school year generated (exception international travel, and other projects specifically planned to occur in subsequent years.)
5. A fee shall not be levied for textbooks, workbooks, paper, or photocopying.
6. A common fee shall not be levied for the entire student body or grade cohort.
7. The Superintendent shall give final approval of the rates and advise the Board of the rates at the March meeting.
8. School fees must be posted on the school's website once approved.

9. Upon withdrawal from a program or service, the refund will be based on how much of the fee has already been expended.
10. Refunds must be requested in writing by the parent, guardian or the independent student. The request must be submitted to the principal and must clearly state the reason for requesting the refund.
11. If parents or guardians are unable to pay the fee due to financial hardship,
 - a. To request a reduction or waiver of fees, the parent or guardian must make an application in writing, must clearly state reason or circumstance for their request and must submit this letter to the principal. The principal has the authority to reduce or to waive the fees.
 - b. The parent or guardian may be advised of opting to pay in installments. Fees must be paid in full by April 30th of the school year.
12. Any dispute regarding fee waiver or fee refund shall first be discussed with the principal. If dispute not resolved at principal level, the final decision shall be made by the Superintendent.
13. The Principal shall share this Admin Procedure with staff and with parent councils annually.

Reviewed/Revised: October 2017