

SCHOOL FEES AND CHARGES

Background

Under Section 57, the Education Act allows for the Board to charge fees to Parents/Guardians provided:

1. They are used for the purpose for which they were collected.
2. They are the types of fees that are allowable under the School Fees Regulation.

School fees are charged to enhance a student's learning opportunities and applied on a cost recovery basis. Division fees are charged to deliver a service, such as transportation, where the cost exceeds funding received from the government.

School Fee Requirements

1. Fees shall not be charged for the following:
 - a. Textbooks
 - b. Mandatory workbooks
 - c. Photocopying
 - d. Printing and paper supplies
2. The Principal may assign fees within the limits set by the Board on a cost recovery basis. Prior to setting, increasing, or decreasing school fees, Schools will consult with parents/guardians through their school council and school-wide communication. This consultation shall:
 - a. Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback; and
 - b. Provide sufficient information as to the purpose of the fee and its intended use.
3. The Principal may assign other fees for optional school-related activities (including extra-curricular) on a cost-recovery basis in consultation with the Parents/Guardians of participating students.
4. A student's educational experience shall not be impacted by non-payment of fees. Only services related to alternative programs, programs of choice or non-curricular services may be denied to students as a result of non-payment of fees.

5. Fees must be used for the purpose for which they were collected, unless explicitly detailed in consultation with Parents/Guardians prior to setting or increasing the fee.

Procedure for Fee Schedules

1. Proposed changes to Division and School fee schedules shall be submitted annually to Business Services by March 15th, including supporting rationale.
2. Proposed changes to school fees will be presented to parents/guardians through their school council and school-wide communication prior to April's Board Meeting.
3. Annually the Board will approve the Division fee schedule and any changes proposed to the Board Approved Maximum School Fee schedule.
4. Once approved, school fee schedules must be posted to their school websites prior to the new school year.

Procedure for Fee Collection & Waiver

1. Schools shall provide parents with an emailed account statement and access to PowerSchool to pay fees charged at the beginning of the school year.
 - 1.1. All fees are due 30 days from the date of assessment.
 - 1.2. Payment of school fees shall be the responsibility of the Parents/Guardians of the student or as per a court order or written agreement designates responsibility. In the absence of a court order or written agreement designating explicit responsibility for fees, responsibility shall be split evenly between Parents/Guardians.
 - 1.3. Schools are not required to intervene or attempt to impose court orders regarding school fees.
2. The Principal shall ensure a minimum of two statements are sent to the responsible parties on fees owing and Business Services will ensure an additional notice is sent prior to accounts being sent to third-party collections.
3. The Principal may arrange alternate payment schedules for Parents/Guardians so as to accommodate varying circumstances for individual families.
4. In the event of financial hardship and fees are unable to be paid, parents/guardians may apply for the Division fee waiver program.

5. The criteria and the application form for the Fee Waiver Program shall be posted on the Division's website
 - 5.1. Waivers shall be approved on an annual basis and must be reapplied for every year.
 - 5.2. The Principal shall ensure parents are informed annually of the Fee Waiver Program.
 - 5.3. The Secretary-Treasurer or designate shall approve all reductions and waivers of fees through the Division's Fee Waiver Program. The final decision rests with the Secretary-Treasurer.

Procedure for Prorating Fees

1. Fees will be prorated based on the following procedure:
 - 1.1. School Fees
 - 1.1.1. Prior to the 15th of the month, the fee will be prorated for one half of the month.
 - 1.1.2. After the 15th of the month, no credit will be issued for that month.
 - 1.1.3. The remaining months will be credited in full.
 - 1.2. Activity Fees
 - 1.2.1. Credited in full when the student is unable to participate unless the activity involves fixed costs. (Example: Transportation)
 - 1.3. Goods Provided
 - 1.3.1. Any goods received by the student will not be prorated.
2. If fees are prorated, any credits will be applied to the student account and handled in the following order:
 - a) Applied to any outstanding fees on the student account.
 - b) Applied to any outstanding sibling's fees.
 - c) Remain on the student account and be applied to future fees.
 - d) A refund cheque will be issued if requested by the parent for a credit greater than \$100.00 or within 30 days of departure from the Division.

Reference: *Education Act*, SA 2012, c E-0.3, ss 13, 19, 21, 23, 57, 59
EICS Policy 21: School Fees & Charges
School Fee Regulation

Form 505 - 1 Fee Waiver Application *English*
Form 505 - 2 Fee Waiver Application *Tagalog*