

## Administrative Procedure 510

Revised: September 2017

# SCHOOL FEES

## Background

As set out in the School Fees and Cost Regulation (AR 101/2017), a Board may charge a student's parent any fees or costs for resources related to instruction with the exception of the restrictions contained in the Regulation. A Board is not permitted to charge any fees or costs for textbooks, workbooks or photocopying, printing or paper supplies.

## Value and Core Commitment Link

### "Stewardship"

- "We ensure that our resources and efforts best serve the educational needs of all our students."
- "We are accountable to our supporters and will operate in a fiscally responsible manner."
- "We ensure that decisions are both fact and policy-based."

## Classification of School Fees

### Transportation fees

- Fees charged for students attending a school of choice or students accessing bus services to and from school and who live between 1.2 and 2.4 km from their designated school. See Administrative Procedure 350 – Student Transportation.

### Technology user fees

- Fees charged for the use or rental of computers, iPads, or other electronic devices;
- Fees charged to cover the cost of software applications or infrastructure.

### Optional course fees

- Fees charged for no-core course options.

### Non-curricular travel fees

- Fees charged for travel and accommodation, and admission associated with extended (overnight) optional non-curriculum travel for arts, athletic events, and international travel.

### Early childhood services fees

- Fees related to funded or progressive ECS programs.

#### Activity fees

- Transportation, admission, accommodation, and other charges for field trips or special events (including in-school clinicians and presenters) usually associated with curriculum.

#### Non-curricular goods and services

- Fees charged in exchange for goods or services including locker rental, locks, student id, uniforms, gym strip, library, agenda books, student union, insurance, graduation ceremony fees, parent-teacher associations, and fitness centre fees

### Procedures

1. Fees charged for resources related to instruction, excluding resources prohibited by the regulation, will be established on an annual basis.
2. Fees are prohibited to be charged for the following:
  - 2.1 Textbooks
  - 2.2 Workbooks
  - 2.3 Photocopying
  - 2.4 Printing or paper supplies
  - 2.5 Cohort fees
3. Fees must be set on a cost-recovery basis.
4. Fee revenue may only be used for the purpose it is collected.
5. The annual fee schedule will be approved by the Superintendent or designate by April 30.
6. The fee schedule will be submitted with the School Division's annual operating budget and reviewed by the Minister.
7. The annual fee schedule will be published on the School's website and on the School Division's website.
8. No fee will be charged that is not contained on the annual fee schedule.
9. If a school, in consultation with parents, wishes to establish a fee not on the already-approved fee schedule, the fee may not be charged unless approved by the Superintendent or designate and the Minister.
10. Should the cost of materials and supplies be lower than a previously established fee, then the fee shall be reduced or refunded, if the fee has already been collected.

11. If a student has previously paid a fee and withdraws from the course prior to the start of the course, or if the student does not partake in a particular activity that has previously been paid for, then parent may request a refund.
12. A request for refund form shall be posted on the school's website.
13. Fees must be set in consultation with parents. Schools must demonstrate a need to charge fees or to increase or decrease already established fees.
14. School fees will be payable at the beginning of the school year, quarter, or semester.
15. A provision will be made for the waiver of fees for students whose families are unable to pay them. Except for non-curricular optional travel or optional events, services, and programs, no student will be prohibited from participating in any school event or program because of a failure to pay the required fee.
16. Requests for fee waivers may be submitted in writing to the School Principal.
17. Fee waivers will be granted by the School Principal in consultation with the Secretary Treasurer.
18. The Principal will be responsible for ensuring that all funds collected for student fees are properly accounted for, and fees and related financial reporting are submitted to the Secretary Treasurer or designate by the 10th day of each month.
19. Optional course fees will be added to individual school budgets.
20. All other fees will be accounted for within School Generated Funds.

**References:**     **Alberta Regulation 101/2017 – School Fees and Costs Regulation**  
                      **Alberta Regulation 102/2017 – School Transportation Regulation**  
                      **Guidelines for the Preparation of the School Jurisdiction Budgeted School and**  
                      **Transportation Fee Revenue Schedule, Alberta Education, June 2017**  
                      **Administrative Procedure 350 – Student Transportation**