



B O A R D
MEMORANDUM

Date: March 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Liliana LeVesconte, Associate Superintendent, Corporate Services
Subject: Policy 410 – Fees

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve Policy 410 – Fees as presented at the March 23, 2022, Public Board meeting.

Background:

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has reviewed and updated Policy 410 – Fees as part of its review of policies. The policy updates are minor format and grammar changes.

The Policy Committee reviewed Policy 410 – Fees at their February 16, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the March 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment



Fees

EFFECTIVE: March 27, 2020

REVISED: February 2022

REVIEW: 2024-2025

1.0 POLICY

The Board ensures financial accountability annually through the development and oversight of the budget which includes the assessment, review and approval of administrative fees.

The Board enables, within the context of each school and based upon students' interests and needs, a variety of programs and services that are classified as curricular, co-curricular and extra-curricular activities.

The Board recognizes the need for individual schools to levy fees at a reasonable rate for curricular, co-curricular and extra-curricular activities.

The Board assesses Complementary Learning Resources Fees to provide needed materials to students to enhance educational opportunities, and Transportation Fees to provide the service.

2.0 DEFINITIONS

2.1 A co-curricular activity is an activity which may require specialized materials or that is outside of the regular classroom activities and that supplements regular instruction; this includes project work, offsite activity, dramatic productions, musical performances, etc.

2.2 An extra-curricular activity is an activity that is normally outside of the regular school day, which allows a student to explore a particular skill, talent or interest; these can include sports, music, drama and theatre, debating, and publishing. Participation in an extra-curricular activity is on a voluntary basis.

2.3 Complementary Learning Resources include consumable supplies and resources that enhance and support learning during either curricular, co-curricular or extra-curricular activities.

2.4 Transportation Fees are applied to students accessing transportation services.

3.0 GUIDELINES

References: *Policy 245 Appeals*
Exhibit 1: Complementary Learning Resources Fee Schedule
Exhibit 2: Transportation Fee Schedule
Fee Waiver Application Form
Education Act
School Fees Regulation 95/2019

Fees

EFFECTIVE: March 27, 2020

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REVIEW: 2024-2025

- 3.1 Fees are reviewed and approved by the Board, on an annual basis, as part of the budget process.
- 3.2 Approval Process
 - 3.2.1 In consultation with the school staff, the Principal will identify those curricular, co-curricular and extra-curricular activities that will be scheduled for the coming school year.
 - 3.2.2 The schedule will include a plan for the funding of each activity.
 - 3.2.3 The Principal will present the completed schedule of curricular, co-curricular and extra-curricular activities to the School Council, indicating the means for funding the activities. The Principal will take into consideration advice received from the School Council subsequent to the presentation.
 - 3.2.4 The schedule of curricular, co-curricular and extra-curricular activities, once complete with a clear indication as to fees to be levied to parents/guardians, shall be forwarded to the Superintendent on or before April 30th.
 - 3.2.5 For any new fees or fees increased by an amount that exceeds 5% of the fee or cost set out in the Division's current fee schedule, the Principal shall provide rationale to justify the proposed implementation of a new fee or a proposed increase to the existing fees. This does not apply to offsite activities and extra-curricular travel.
 - 3.2.6 The Principal shall ensure that a student shall not be penalized because of an inability to meet the financial requirements of a given curricular, co-curricular or extra-curricular activity (excluding academies, extended student trips or tours not necessary to meet the learning expectations of a particular grade or course).
- 3.3 Parent Notification

References: *Policy 245 Appeals*
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Once the fees are approved, schools shall notify parents of the fee schedules for the subsequent school year and the processes for payment plans, refunds and waiving of fees, if applicable.

3.4 Supplementing Funding

Funding for curricular, co-curricular and extra-curricular activities can be supplemented through means other than the charging of fees to parents/guardians with the support of students, staff, parents and/or the School Council.

3.5 Complementary Learning Resources Fees

3.5.1 At the start of the annual budget process the Board will determine the Complementary Learning Resource Fees for the following school year.

3.6 Transportation Fees

3.6.1 At the start of the annual budget process the Board will determine the Transportation Fees for the following school year.

3.6 Collection of Fees

3.6.1 The Associate Superintendent, Corporate Services will be responsible for ensuring the collection of fees.

3.6.2 If a student joins the Division mid-year, annual fees will be pro-rated accordingly.

3.6.3 Curricular, co-curricular and extra-curricular fees are due for payment within 30 days after being invoiced. Schools shall send notice to parents who have not submitted payments and request such fees.

3.6.4 Complementary Learning Resource Fees are due for payment within 30 days after being invoiced.

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3.6.5. Transportation Fees are due upon registration. Students will be provided with Bus Passes for the school year when the Transportation Fees are paid, or a payment plan has been established.

3.7 Delinquent Accounts

3.7.1 In December and March, a notice will be sent to parents with delinquent accounts.

3.7.2 Outstanding accounts, other than those on payment plans or approved request for waived fees, may be placed with a collection agency.

3.8 Waiver of Fees

3.8.1 In cases of genuine hardships, parents may submit a fee waiver application to the Principal.

3.8.1.2 A fee waiver application will not be considered for non-resident students or families with children attending School of Choice.

3.8.2 All fee waiver applications will be reviewed and approved by the Associate Superintendent, Corporate Services.

3.9 Refunds

3.9.1 Annual fees will be partially refunded only when a student leaves the Division within the first month of registration.

3.9.2 Requests for refunds from families transferring out of the Division during the school year will be assessed based on fee type, usage, and time of year.

3.10 Fees for Damaged Goods

Principals shall be responsible for ensuring that all curriculum, co-curriculum and extra-curriculum goods are returned by students and the appropriate charges are assessed for lost or damaged goods.

3.11 Appeals

References: *Policy 245 Appeals*
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Any concerns and disputes of the school fees will follow the process as outlined in Policy 245 - Appeals.

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1.0 POLICY

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The Board enables, within the context of each school and based upon students' interests and needs, a variety of programs and services that are classified as curricular, co-curricular and extra-curricular activities.

The Board recognizes the need for individual schools to levy fees at a reasonable rate for curricular, co-curricular and extra-curricular activities.

The Board assesses Complementary Learning Resources Fees to provide needed materials to students to enhance educational opportunities, and Transportation Fees to provide the service.

2.0 DEFINITIONS

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2.3 Complementary Learning Resources include consumable supplies and resources that enhance and support learning during either curricular, co-curricular or extra-curricular activities.

2.4 Transportation Fees are applied to students accessing ~~bus services~~transportation services.

3.0 GUIDELINES

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3.1 Fees are reviewed and approved by the Board, on an annual basis, as part of the budget process.

3.2 Approval Process

~~3.2.1 School based curricular and extra-curricular fees~~

3.2.~~12~~In consultation with the school staff, the Principal will identify those curricular, co-curricular and extra-curricular activities that will be scheduled for the coming school year.

3.2.~~32~~The schedule will include a plan for the funding of each activity.

3.2.~~43~~The Principal will present the completed schedule of curricular, co-curricular and extra-curricular activities to the School Council, indicating the means for funding the activities. The Principal will take into consideration advice received from the School Council subsequent to the presentation.

3.2.~~54~~The schedule of curricular, co-curricular and extra-curricular activities, once complete with a clear indication as to fees to be levied to parents/guardians, shall be forwarded to the Superintendent/~~CEO~~ on or before April 30th. ~~The schedule will be presented at the Committee of the Whole Meeting in May.~~

3.2.~~65~~For any new fees or fees increased by an amount that exceeds 5% of the fee or cost set out in the Board's Division's current fee schedule, the Principal shall provide rationale to justify the proposed implementation of a new fee or a proposed increase to the existing fees. This does not apply to offsite activities~~field trips~~ and extra~~non~~-curricular travel.

3.2.~~76~~The Principal shall ensure that a student shall not be penalized because of an inability to meet the financial requirements of a given curricular, co-curricular or extra-curricular activity (excluding academies, extended student trips or tours not necessary to meet the learning expectations of a particular grade or course).

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~~In May and June of each school year~~ Once the fees are approved, schools shall notify parents of the fee schedules for the subsequent school year and the processes for payment plans, refunds and waiving of fees, if applicable.

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Funding for curricular, co-curricular and extra-curricular activities can be supplemented through means other than the charging of fees to parents/guardians with the support of students, staff, parents and/or the Sschool Cecouncil.

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3.6 Transportation Fees

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~~The Board will consider and approve the Transportation Fee schedule during the annual budget process.~~

3.6 Collection of Fees

3.6.1 The Associate Superintendent, Corporate Services will be responsible for ensuring the collection of fees ~~is undertaken according to Policy 410.~~

3.6.2 If a student joins the Division mid-year, annual fees will be ~~assessed pro-rated~~ assessed pro-rated accordingly.

3.6.3 Curricular, co-curricular and extra-curricular fees are due ~~September 30th each year~~ for payment within 30 days after being invoiced. Schools shall send notice to parents who have not submitted payments and request such fees.

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