

**B O A R D**  
MEMORANDUM

**Date:** May 25, 2022  
**To:** Board of Trustees  
**From:** Shawna Warren, Acting Superintendent  
**Originator(s):** Liliana LeVesconte, Associate Superintendent, Corporate Services  
**Subject:** Policy 410 – Fees

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**Purpose:**

For approval. Motion required.

**Motion:**

That the Board of Trustees approve Policy 410 – Fees as presented at the May 25, 2022, Public Board meeting.

**Background:**

At the April 27<sup>th</sup> Public Board Meeting, the Board of Trustees approved the following motion:

*#036/2022 – Moved by Mr. Joe Dwyer that the Board of Trustees eliminate the Complementary Learning Resource Fees from the Division moving forward as presented at the April 27, 2022, Public Board meeting.*

CARRIED UNANIMOUSLY

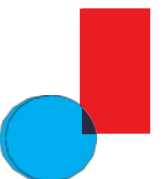
Accordingly, Administration has reviewed and updated Policy 410 – Fees, removing Complementary Learning Resource Fees.

Administration is prepared to respond to questions at the May 25, 2022, Public Board meeting.

Sincerely,

Shawna Warren, M.Ed  
Acting Superintendent

Attachment



## Fees

EFFECTIVE: March 27, 2020

REVISED: May 2022

REVIEW: 2024-2025

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### 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 Transportation Fees to provide the service.

### 2.0 DEFINITIONS

**2.1** A co-curricular activity is an activity that 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** School directed fees 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

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

**3.2** Approval Process

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

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- 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 30<sup>th</sup>.
- 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 a 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 grade or course).

### 3.3 Parent Notification

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

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References: *Policy 245- Appeals*  
*Exhibit 1: Transportation Fee Schedule*  
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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 School Council.

### 3.5 School directed fees

3.5.1 At the start of the annual budget process Schools, in consultation with School Councils, will determine 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.

### 3.7 Collection of Fees

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

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

3.7.3 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.

3.7.4 School directed fees are due for payment within 30 days after being invoiced.

3.7.5. 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.

### 3.8 Delinquent Accounts

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

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

### 3.9 Waiver of Fees

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

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

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

### 3.10 Refunds

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

3.10.2 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.

### 3.11 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.

### 3.12 Appeals

Any concerns and disputes regarding 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

2.1 A co-curricular activity is an activity ~~which that~~ 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.

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2.3<sup>[MW1]</sup> ~~Complementary Learning Resources~~ School directed fees 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

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References: *Policy 245- Appeals*  
~~*Exhibit 1: Complementary Learning Resources Fee Schedule*~~  
~~*Exhibit -21: Transportation Fee Schedule*~~  
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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 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.
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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~~ School Directed Fees

3.5.1 At the start of the annual budget process ~~the Board~~ Schools, in consultation with School Councils, will determine ~~the Complementary Learning Resource~~ Fees for the following school year ~~[MW2]~~.

### 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.

### 3.7 Collection of Fees

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

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

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~~3.7.4 Complementary Learning Resource Fees~~ School directed fees are due for payment within 30 days after being ~~invoiced~~ [MW3].

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