



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent

GOVERNANCE POLICY: [Board Policy 221 - Role of the Trustee](#)
[Board Policy 225 - Board Responsibility and Conduct](#)
[Board Policy 701 - Board Delegation of Authority](#)
[Board Policy 700 – Superintendent of Schools](#)

ADDITIONAL REFERENCE: Education Act
Policy 500 – Transportation (with proposed amendments)
 School Fees Alberta Regulation 95/2019
 School Transportation Regulation AR96/2019

Assurance Domain – [Governance](#)

SUBJECT: Policy 310 – Non-Funded Students

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees rescind *Board Policy 310 – Non-Funded Students* as recommended at the August 23, 2023, Public Board meeting.

BACKGROUND:

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The Board, as elected officials of the community, provides overall direction and leadership to the Division.

Administration has reviewed and recommends rescinding *Policy 310 – Non-Funded Students*. The definition of a resident student is clearly defined in the Education Act (section 3.1) and the Alberta Education Funding Manual for School Authorities: a resident of Alberta who has a parent who is a resident of Canada. Non-Resident students are not eligible to receive funding from Alberta Education and are referred to as non-funded students. The Non-Resident Tuition Fee Schedule is captured in the new *Administrative Procedure 464 – Fees*.

The Division may charge tuition fees in respect of an individual who attends a school operated by the board who is not a resident student of the board or any other board or the Government (section 13.2 Education Act).



The Board's role in approving fees is captured in *Policy 225 – Board Responsibility and Conduct* and is clearly defined in provincial legislation through the Education Act and corresponding regulations.

The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)].

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Policy 310 – Non-Funded Students
2. Administrative Procedure 464 – Fees
3. Administrative Procedure 464 – Fees - Exhibit 1 – 2023-2024 Fee Schedule



310: Non-Funded Students

1.0 POLICY

The Board believes that Sturgeon Public Schools was established to provide an education for students who are residents of this system (as defined by the Education Act) and who are eligible to receive provincial funding. The Board recognizes that the need may arise to accommodate non-funded students.

2.0 DEFINITIONS

"Room in the school" will be determined by the number of students in a class and composition of the class.

"Non-funded students" are students not eligible to receive funding from Alberta Education.

"Foreign/temporary student" is a non-funded student whose parents are citizens of, and/or reside in another country.

3.0 GUIDELINES

3.1 The Superintendent is responsible for the administration of this Policy.

3.2 The Principal shall be responsible for the decision to accept non-funded students, subject to the following guidelines.

3.3 The Board authorizes the registration of students who do not reside in this system, hereinafter called non-funded students, to attend regular programs in Division schools if:

3.3.1 there is room in the school;

3.3.2 there are appropriate programs and resources available;

3.3.3 where appropriate funding is not available, arrangements are made for the payment of any student tuition fees; and

3.3.4 students who are not residents of Alberta produce a valid student Canadian visa or documentation showing them to be residents of Canada.

3.4 Registration of non-funded students shall be reviewed on an annual (school year) basis.

3.5 The Board will maintain a schedule of non-funded student tuition fees. The Superintendent- will establish the tuition fees applicable. This fee will be reviewed on an annual basis.

3.6 Registration of non-funded students will not be confirmed until the first full instructional day of the school year.

3.7 Prior to acceptance of a foreign/temporary student, the school Principal must ensure that the student's parent/guardian submits a cheque or confirms an electronic transfer of funds to the Division for the full amount of the foreign student tuition fees and all other applicable fees. If a foreign student parent/guardian is unable to meet these requirements the school Principal is not to accept the foreign student's registration.

3.8 This policy does not apply to students participating in a reciprocal exchange program.

References:

Exhibit 1 - Non-Funded Student Fee Schedule 2022-2023

Education Act: Sections 4(1)(8)

Funding Manual for School Authorities, Alberta Education

History

2019 Mar 27 Initial Approval

2020 Sep 23 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

Administrative Procedure 464 - Fees

Responsible Administrator: Associate Superintendent Corporate Services

PURPOSE

Fees are assessed to students to offset the cost of providing educational and transportation services. Fees shall be utilized for the purpose which it was obtained.

DEFINITIONS

School Fees: shall refer to fees charged by the schools to enhance student learning opportunities; including field trip fees, event fees, student union fees, middle and high school option courses and instrument fees.

Transportation Fees: shall refer to fees that are charged for bus services for transportation to and from school.

Adult Fees: shall refer to fees charged to a student who is 20 years of age or older by the start of the school year. The Alberta Government will no longer fund education for students who are 20 years of age as outlined in the 2023-2024 Funding Manual and those wishing to acquire a high school diploma (or equivalent) must cover the cost of their education.

Extra-curricular Fees: shall refer to fees, charged on a cost recovery basis, for non-curricular items such as sports, clubs, travel, and other non-curriculum programs. Participation in an extra-curricular activity is on a voluntary basis.

Non-resident Tuition Fees: shall refer to tuition fees, with respect of an individual who attends a school operated by the board, and who is not a resident student of the board or any other board or the Government, and as legislated in the *Education Act* s. 13(2).

Designated School: shall refer to the school, assigned by the Board to a specific geographical area, and as legislated by the Education Act (S. 10): "Enrolment in school operated by board".

Eligible Rider - any Pre-K to Grade 6 student/child who lives 1.0 km or farther from their designated school and attends their designated school, and any Grade 7 to 12 student who lives 2.0 km or farther from their designated school and attends their designated school.

Choice Rider - any student who attends a school other than their designated school.

- This **excludes** French Immersion and Redwater students enrolled in CTS programming at Sturgeon Composite High School, not offered at Redwater. These students will be assessed an Eligible Rider fee.

Ineligible Rider – any Pre-K to Grade 6 student/child who lives less than 1.0 km from their school of attendance and any Grade 7 to 12 student who lives less than 2.0 km from their school of attendance.

Supplemental Bus - any student who is accessing an additional bus to an alternate address.

Outside Boundary Rider - any student who lives outside of the Sturgeon Public School Division boundary and attends a Sturgeon Public School.

PROCESS

The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)].

No parent shall pay a fee to offset basic educational services, or that is prohibited under provincial legislation, the *Alberta School Fees Regulation*, and the *Alberta School Transportation Regulation*.

The Principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.

The Principal may assign fees at the school within the limits set by the Board on a cost recovery basis. Prior to charging the fee, the Principal shall consult with the School Council on the amount and the reason for the fee. This consultation shall:

- Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback; and
- Provide sufficient information as to the purpose of the fee and its intended use.

School Fee schedules shall be posted on each school's website and shall clearly define Division Fees and School Fees, in addition to mandatory versus optional fees.

The Fee Schedule shall be posted electronically on the Division website.

A student transferring in after the start of the school term or out prior to the end of the school term, may have fees prorated or refunded as applicable. 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.

Collection of Fees

The Associate Superintendent, Corporate Services is responsible for ensuring the collection of fees.

All fees are due within 30 days of receipt. Overdue notices will be sent to parents who have not submitted payments. A payment plan may be established for transportation fees. Once Transportation Fees are paid, Bus Passes shall be obtained.

In December and March, a notice will be sent to parents with delinquent accounts. Outstanding accounts, other than those on payment plans or approved requests for waived fees, may be placed with a collection agency.

Waiver of Fees

A *Waiver of Fees* shall be made available, based on income level or extenuating circumstances of **all parents** as defined by s. 47 of the *Family Law Act* unless there is a court order that directs financial responsibility.

The [Application for Waiver of Fees](#) shall be completed, the final decision for such waiver rests with the Associate Superintendent, Corporate Services.

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

Fees for Damaged Goods

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

Appeals

Any concerns and disputes regarding the fees will follow the process as outlined in Policy 245 - Appeals.

Reference:

Policy 225 – Board Responsibility and Conduct

Policy 500 – Student Transportation Services

[Education Act](#): Sections 13, 57, 59

[School Fees Alberta Regulation 95/2019](#)

[School Transportation Alberta Regulation 96/2019](#)

Exhibit 1 Fees

Exhibit 2 Fee Waiver

History

2023 August 23

Exhibit 1: Fees for 2023-2024

1.0 Transportation Fees:

Transportation Fee Schedule	
Eligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$130 \$75
Choice Rider - Grades 1 to 12 - PreK & Kindergarten	\$276 \$152
Ineligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$345 \$190
Supplemental Bus	\$180
Outside Boundary Rider - Grades 1 to 12 - PreK & Kindergarten	\$489 \$431
Replacement Bus Pass	\$20

2.0 Non-Resident Tuition Fees

International / out of province student tuition	\$12,000
International student application fee	\$250

3.0 Program Fees:

Pre-Kindergarten Fees	\$200
Kindergarten Fees	\$150
Dual Credit Fee	\$50/course
Adult Tuition Fee	\$140/credit
High School Equivalency Evaluation	\$100

4.0 Other Fees:

- 4.1 Other fees such as option courses, extra-curricular activities, agendas, yearbooks, Commencement, etc. are set by each individual school and posted to their website annually.