



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](#)

ADDITIONAL REFERENCE: Education Act
Policy 500 – Student Transportation Services
 School Fees Alberta Regulation 95/2019
 School Transportation Regulation AR96/2019
Administrative Procedure 464 – Fees
Administrative Procedure 465 – Adult Tuition Fees

Assurance Domain – [Governance](#)

SUBJECT: Administrative Procedure 464 – Fees – Exhibit 1 –
 2023-2024 Fee Schedule

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the 2023-2024 Fee Schedule as presented in *AP464 – Fees - Exhibit 1 - 2023-2024 Fee Schedule* at the August 23, 2023, Public Board meeting.

BACKGROUND:

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)].

AP464 - Fees is a new Administrative Procedure that includes *Exhibit 1 – 2023-2024 Fee Schedule*. The new Fee Schedule is a step to ensure transparency and clarity across the Division on standardized fees.

The 2023-2024 Transportation Fees were approved as part of the 2023-2024 Budget at the May 24, 2023 Public Board Meeting. The fees in *Exhibit 1 – 2023-2024 Fee Schedule* that require Board approval for the 2023-2024 school year are:

- Non-Resident Tuition Fees



- Dual Credit Fee

Non-Resident Tuition Fees: The definition of a resident student is clearly defined in the Education Act (section 3.1) and in 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 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).

Dual Credit Fee: Dual Credit programming can greatly enhance student experience while in High School, and help students obtain Post-Secondary credits toward programs or certification needed for future career paths. These courses are taught by instructors at the Post-Secondary institutions, and Sturgeon Public School Division pays tuition for each student that enrolls in a Dual Credit course. This fee will help offset this cost and ensure a more sustainable Dual Credit Program.

Adult Tuition Fees and the High School Equivalency Evaluation Fee are captured in AP465 – *Adult Tuition Fees*. These fees remain static unless the Administrative Procedure is updated. These fees are based on the Alberta Education funding rates for Adult Learners. Including these fees in the 2023-2024 Fee Schedule along with the Administrative Procedure makes them more easily accessible to stakeholders on the website.

Kindergarten Fees and Pre-Kindergarten Fees are set as Division Fees each year with input from all schools to ensure consistency across Sturgeon Public Schools for families. These fees cover the costs of all the daily classroom supplies, special activities and field trips.

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

ATTACHMENT(S):

1. AP464 – Exhibit 1 – 2023-2024 Fee Schedule
2. AP465 – Adult Tuition Fees

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.



465: Adult Tuition Fees

**Responsible Administrator: Associate Superintendent
Corporate Services**

PURPOSE

Adult students are provided the opportunity to pursue their education in Sturgeon Public Schools.

PROCESS

The Associate Superintendent Corporate Services will determine an adult education fee based on the Alberta Education funding rates.

PROCEDURE

1. Adult Fees are \$140/credit, to a maximum of \$700.00 per five (5) credit course, resource materials are included.
2. \$100/High School Equivalency Evaluation
3. Rescinding of fees is at the discretion of the Associate Superintendent, Corporate Services.

History

2020 Jan 29 Initial Approval

2021 Jan 28 Amended

Administrative Procedures IV. Business Administration (Fees)