



**DATE:** August 23, 2023

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Shawna Warren, Superintendent  
Policy Committee

**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

Assurance Domain – [Governance](#)

**SUBJECT:** Policy 410 – Fees

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**PURPOSE:**

For approval. Motion required.

**RECOMMENDED MOTION:**

- a) That the Board of Trustees rescind Board *Policy 410 – Fees* as recommended by the Policy Committee and presented 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.

Administration has reviewed and recommends rescinding *Policy 410 - Fees*.

The Policy Committee reviewed *Policy 410 – Fees* at their June 7, 2023, committee meeting and recommended it to the August 23, 2023 Public Board meeting for rescission. Administration has created a new Administrative Procedure – *AP464 – Fees* – to capture all operational procedures for fees.

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)].



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*.

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

**ATTACHMENT(S):**

1. Policy 410 - Fees
2. Administrative Procedure 464 - Fees



## 410: Fees

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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

3.2.1 In consultation with the school staff, the Principal will identify those curricular, co-curricular and extracurricular 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 extracurricular 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 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 extracurricular 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 process 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 School Directed 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 Schools, in consultation with School Councils, will determine 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.

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.

## **References:**

Policy 245 Appeals

Exhibit 1: Transportation Fee Schedule

Exhibit 2: Fee Waiver Application Form

Education Act

School Fees Regulation 95/2019

## **History**

2019 Mar 27 Initial Approval

2020 Apr 22 Reviewed

2020 May 27 Amended

2021 Oct 27 Reviewed

2022 Mar 23 Amended

2022 May 25 Amended

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**Policy Handbook IV. Business Administration**

## 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.