



**Date:** December 18, 2024 **Agenda Item:** 8.11  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Sean Nicholson, Associate Superintendent, Corporate Services  
**Subject:** **Administrative Procedure 464: Fees**

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**Background:**

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

Fees are assessed to students to offset the cost of providing educational and transportation services. Fees shall be utilized for the purpose for which it was obtained. The revisions to Administrative Procedure 464; Fees as well as Administrative Procedure 464: Exhibit 2 - Fee Waiver Application were undertaken as part of the regular review schedule. These changes enhance clarity, streamline processes and align the Administrative Procedure with the Fee Waiver Application.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

**COMPETENCY:** (6) School Authority Operations and Resources  
**INDICATORS:** a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;  
b. ensuring effective alignment of the school authority’s human resources to achieve the school authority’s education plan; and  
c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness.

**COMPETENCY:** (7) Supporting Effective Governance  
**INDICATORS:** d. ensuring that the board’s plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities; and

g. implementing board policies and supporting the regular review and evaluation of their impact.

**Governance Implications:**

Education Act

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

(i) ensure effective stewardship of the board's resources

School Fees Regulation

The School Fees Regulation sets out the requirements and limitations related to the fees that a school board is authorized to charge parents of students.

School Transportation Regulation

The School Transportation Regulation sets out the requirements respecting student transportation and limits on transportation fees.

Policy 225: Role of the Board

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)].

Policy 500: Student Transportation Services

The Board establishes and operates a student transportation system to provide service to students who reside within the boundaries of the Sturgeon Public School Division to attend their designated school.

4.1 Student transportation fees shall be reviewed and approved annually by the Board.

4.4 A waiver process shall be in place for transportation fees to the designated school.

Administrative Procedure 205: Developing Administrative Procedures

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the December 18, 2024, Public Board meeting.



**Attachment(s):**

1. AP464: Fees - [Website Version](#)
2. AP464: Exhibit 2 - Fee Waiver Application
3. AP464: Fees - Tracked Changes

## **Administrative Procedure 464**

### **Fees**

**1692638100**

**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 school Principal 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**

An *Application for Waiver of Fees* shall be made available, based on income level or extenuating circumstances of **all parents** as defended 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.

An *Application for Waiver of Fees* will not be considered for Choice Rider, Ineligible Rider, non-resident students, supplemental bus, or other fees such as Academies, Textbook/Library Fines. Some special program fees may not be waived at the discretion of the principal.

### **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.

### **References:**

[Board Policy: 225 Role of the Board](#)

[Board 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 for 2024-2025](#)

[Exhibit 2 - Fee Waiver Application](#)

### **History**

2023 August 23

2024 November 22

## 464: Exhibit 2 - Fee Waiver Application

To support parents who encounter financial hardship, the division can reduce fees as outlined in Administrative Procedure 464 - Fees . Please Refer to AP 464 – Fees for more detailed information. When completing the form:

- Both Section A and Section B must be completed and submitted with supporting documentation to be reviewed.
- Waiver of Fees does not cover fees related to students Choice Rider, Ineligible Rider, non-resident students, supplemental bus, extra-curricular activities (including Sports Fees), or other fees such as Academies, Textbook/Library Fines, Summer Schools, and Options.
- Completed Fee Waiver form and supporting documents should be forwarded to the Principal of the student’s school

SECTION A: Application Information (Parent, Guardian, Independent Student)	
Last name: _____	First name: _____
Street _____	City: _____
Address: _____	Postal Code: _____
Province: _____	Cell phone: _____
Home phone _____	_____
Email: _____	_____
Number of people residing in household: _____ Adults _____ Children	

Name of Student	School(s) Attending	Grade	Description of Fees to be Waived (school fees, transportation fees, etc)	Fee Amount

_____ Signature of Applicant	_____ Date
_____ Signature of Principal or Transportation Manager	_____ Date
_____ Signature of Associate Superintendent Corporate Services	_____ Date

**SECTION B Confidential Financial Information (Please Check One)**

<input type="checkbox"/>	I have attached a copy of a 2023 Proof of Income statement from the Canada Revenue Agency for ALL PARENTS as defined by the S47 of the Family Law Act, unless there is a court order. If Proof of Income statement is not provided for ALL PARENTS, this option will not be considered. To obtain a Proof of Income Statement, call the Canada Revenue Agency 1-800-959-8281.
<input type="checkbox"/>	I have attached a copy of a valid Social Services Health Benefits card (must list dependent student(s)).
<input type="checkbox"/>	I have attached a copy of my Alberta Works Health benefit card WITH proof of eligibility letter (must list dependent student(s)).
<input type="checkbox"/>	I have attached a cheque stub for Employment Insurance Benefits (Name and amount received must be visible)

**Instructions**

Please complete both section A and B, sign and submit the completed application form with supporting document(s) to your school if school fees are being waived. If transportation fees are included with school fees, the school will submit to Corporate Services once reviewed.

If students from multiple schools are listed on the form signatures are required from both school principals.

If **only** Transportation Fees are being requested to be waived, please submit the completed form to [SPSDtransportation@sturgeon.ab.ca](mailto:SPSDtransportation@sturgeon.ab.ca)

*It is important to note: Until you have been notified that your request for a waiver has been approved, you are liable for your assessed fees. It is our goal to process waiver of fees applications within 3 weeks of their receipt. If you submitted a waiver of fees application and have not heard back within this time frame, please contact our office.*

**Fee Waiver Income Guidelines**

The following chart from Statistic Canada of family income levels will be used to determine fee waivers.

Number in Family	100% Waiver	50% Waiver
1 Person	<\$26,662	\$26,662 - \$35,461
2 Persons	<\$32,830	\$32,830 - \$43,664
3 Persons	<\$40,359	\$40,359 - \$53,678
4 Persons	<\$49,003	\$49,003 - \$65,174
5 Persons	<\$55,579	\$55,579 - \$73,920
6 Persons	<\$62,685	\$62,685 - \$83,371
7 or more Persons	<\$69,789	\$69,789 - \$92,820



## Administrative Procedure 464

### Fees

~~1692638100~~

**Responsible Administrator:** Associate Superintendent Corporate Services

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An *Application for Waiver of Fees* shall be made available, based on income level or extenuating circumstances of **all parents** as defended by s. 47 of the *Family Law Act* ~~unless~~ *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.

An *Application for Waiver of Fees* will not be considered for ~~non-resident students or families with children attending a School of Choice~~. Choice Rider, Ineligible Rider, non-resident students, supplemental bus, or other fees such as Academies, ~~Open-Air Kindergarten~~, Textbook/Library Fines. Some special program fees may not be waived at the discretion of the principal.

#### **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**~~

## References:

[Board Policy: 225 Board Responsibility and Conduct](#)

[Board Policy: 500 Student Transportation Services](#)

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

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

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

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## History

2023 August 23

