



## AP 3 – 17 School and Transportation Fees

**Classification:** Students

**Effective Date:**

**Sponsor/Contact:** Superintendent

**Last Reviewed:** 2017 September 06

**Exhibits:** none

### PURPOSE

To ensure that individual students shall not be denied curricular materials due to delinquent accounts. It is necessary to charge transportation and school fees in order to supplement the cost of transportation and materials used by students.

### SCOPE

This procedure applies to all staff and parents.

### DEFINITIONS

None

### PROCEDURES

1. The Division shall annually establish a schedule of fees at or before the April Board meeting and determine what materials will be supplied for the basic fee.
2. Parents will be consulted prior to changes to school or transportation fees.
3. Principals will inform students and staff in the school the circumstances under which any fee or cost may be refunded.
4. Parents can request a refund of school fees through the school principal. School fees will only be refunded if the student will no longer be enrolled in the course, program, activity, etc. associated with the fee.
5. Parents can request a refund of transportation fees through the Director of Transportation. Transportation fees will only be refunded if the student is no longer in need of the transportation service.
6. School and transportation will be refunded as follows:
  - a. K-8 school fees will be refunded up until September 30<sup>th</sup> of each year – after September 30<sup>th</sup> no refund will be given.
  - b. Grade 9-12 school fees will be refunded up until September 30<sup>th</sup> for semester one fees and February 28<sup>th</sup> for semester 2 fees – after September 30<sup>th</sup> and February 28<sup>th</sup> no refund will be given.
  - c. Transportation fees will be refunded up until February 28<sup>th</sup> on a prorated basis – after February 28<sup>th</sup> no refund will be given.
  - d. Field Trips refund will be addressed by the school due to the unique circumstances of each trip and possible third party involvement which may result in a refund not being possible. The school will develop a refund process for each field trip.
7. In the case of a dispute or concern in regards to fee or cost, parents can take the following steps to enable resolution:
  - a. For school or activity fees contact the principal, for transportation fees contact the Director of Transportation
  - b. If after an attempt to resolve the issue or concern with the principal, the parent still has a concern, the parent should contact the Liaison Superintendent for the school.

- c. If after an attempt to resolve the issue or concern with the Liaison Superintendent, the parent still has a concern, the parent should contact the Superintendent of Schools.
- d. If after an attempt to resolve the issue or concern with the Superintendent of Schools, the parent still has a concern, the parent should contact the Board of Education in writing. The Board will consider the concerns of the parent that expressed in writing following the procedures set out in policy PL2-01.5.0 Appeals to the Board.

8. Basic school fees are set out in the chart below. The following are examples of items included in the basic school fee:

- Textbooks
- Workbooks
- Photocopying
- Printing
- Paper supplies

|              | <b>2016/2017</b> | <b>2017/2018</b> |
|--------------|------------------|------------------|
| Kindergarten | Nil              | Nil              |
| Grades 1-6   | \$64.00          | Nil              |
| Grades 7-9   | \$79.00          | Nil              |
| Grades 10-12 | \$104.00         | Nil              |

9. Option / CTS Fees

- \$7.00 per credit (25 hours)
- Band Instrument Rentals

10. Foreign Students

- \$8,000.00

11. Transportation Fees

- Non\ Eligible
- School of Choice

12. Extra-curricular/field trips and group fees shall be charged separately.

13. The school must communicate to parents, information on the fee statement regarding what is to be supplied for the fee.

14. Schools are responsible for the collection of fees. Difficult collection cases that total no more than 5% of the total amount of school fees may be referred to Division Office for collection over the summer.

15. Overdue accounts may be referred to a Division approved collection agency.

16. Alternative Program Schools will set their own fees and refund procedures.

17. Waiver of School Fees

If a family is unable to pay school fees, they can apply to the Superintendent for a waiver of fees. This includes the set fee plus options, but does not include fees for agendas, locks, swimming, curling, skiing, etc. These fees can be waived at the discretion of the principal. The transportation school of choice fee cannot be waived.

The required form is included as an appendix to this administrative procedure.

The parents will need to complete the form, attach the required documentation and forward to Division office, attention the Assistant Treasurer. If they do not have the required documentation, they can forward the form with a note attached so the process can at least be started. This will then prevent (or delay) the account being sent to collections.

Once all documentation has been received by the Assistant Treasurer at Division office, the documentation will be reviewed and it will be determine if the fees can be waived. This is based upon family income, but extenuating circumstances will be taken into account.

Parents and schools will be notified of any decisions made.

## **REFERENCE AND LINKS**

*School Act*

*School Fees and Costs Regulation (Ministerial Order #036/2017)*

*School Transportation Regulation (Ministerial Order #037/2017)*

## **HISTORY**