

503 SCHOOL FEES

The Board believes that all students should have access to education at the lowest possible cost to the students. The Board may charge a student's parent any fees or costs for resources related to instruction and extra-curricular activities, subject to the prohibitions and restrictions in *The Education Act* and the School Fees Regulation.

Guidelines:

1. A fee schedule with specific fees for each school shall be posted on each school website.
2. Consultation to take place that includes school administration, staff, school councils and parents prior to establishing, increasing or decreasing fees.
3. Schools must demonstrate the need to charge a fee and ensure the fees are only used for the purpose for which they were collected and are directly related to the cost of resources provided to the students.
4. A fee waiver process to be in place to have a fee waived, if financial circumstances warrant.
5. Proper accounting for all school fees through the school generated accounting system.

The following fees may be charged:

Enhanced course fees – These fees would include the services, supports and materials that are not required to meet core learning outcomes at a basic level but that are provided to enhance the student's learning opportunities.

Examples include: field trips, programs of choice options programming.

Non-curricular fees – These fees would include option activities or materials outside of the educational mandate of the jurisdiction.

Examples include: sports teams, clubs, agendas, lockers, school supplies and extended non-curricular trips.

Alternative program fees – These fees include optional programs such as faith-based, Montessori, Waldorf, or sports programs that parents choose for their children.

Procedures

1. Any fee(s) charged for courses/options must be approved by the Superintendent prior to the school year in which they will be charged. A complete schedule of all fees and amounts must be submitted with the budget submission to the Secretary Treasurer for further review and subsequent approval by the Minister of Education.

2. The Principal may assign fees for non-curricular program or travel.
3. The Principal is responsible for publishing a complete list of all approved fees on the school website.
4. The Principal is responsible for the collection of fees and issuance of receipts to the students or parents.
5. Fees must be used for the stated purpose. Unused fees can be carried over to the next year or used for another purpose if specifically stated to the parents prior to being charged.
6. Students must return all textbooks and loaned resources or equipment at the end of the school semester or term in order to avoid charges.
7. Textbooks or other items that are lost, damaged or destroyed by a student must be paid for by the student or parent. The charge will be based on the condition of the textbook or other item at the time of issue to the student and recommendations by the principal.
8. If financial circumstances warrant, a parent may apply annually to the Principal to have some or all of their fees waived.
9. Parents who are declined a waiver of their fees by the Principal may appeal that decision to the Superintendent. All appeals must be received within 14 days of notification that the request has been denied.

Waived or Reduced Fees

1. The Principal may reduce or waive any school-assessed fee on an individual basis. The school or program for which the fees were charged shall absorb the lost revenue related to the fees. The school shall maintain a record of the amount and circumstances of the waiver.
2. When considering an application for a fee waiver or reduction, Principals will base their decision upon the following criteria:
 - i. The total income from line 15000 of the notice of assessment issued by the Canada Revenue Agency for all members of the household is below the Low Income Cut-Off guideline from Statistics Canada.
 - ii. Other considerations that the Principal deems relevant.
3. If a student leaves CRPS the Principal may refund a portion of the fees paid by the parent upon request of the parent. Course fees may be refunded provided the student withdraws from the course on or before the specified course drop date.

Payment and Record Keeping

1. All funds collected shall be itemized and accounted for separately as school generated funds using the division's accounting system.

Collection Procedures for School Fees

1. Invoices for school fees shall be sent to parents within 20 days of the beginning of a semester. All fees are due within 30 days of invoicing unless a deferment has been made through application for the Monthly Installment Plan.
2. A charge of \$20 will be applied to accounts for which a cheque has been returned NSF.
3. An account shall be considered delinquent if no payment or arrangement to pay has been made within 30 days of invoicing.
4. In the event an account becomes delinquent, a notice will be sent by the school to the parents to make them aware of the delinquency and indicate to them that payment or other arrangements should be made within fifteen days.
5. Any parent who has not responded to the above notice within the fifteen allotted days will receive a second notice. This notice will inform the parent that they have fifteen days to respond or their account may be sent to a private collection agency.

Fee Payment Installment Plan

1. As an alternative to paying the total school fees at the beginning of a semester, schools offer a payment installment plan. The plan permits fees to be paid in periodic or monthly installments.
2. Post-dated cheques or credit card authorizations are to be provided. All fees must be paid by June 15th of the school year in which the fees were levied.
3. Applications to participate in the plan will be available to parents at their school.
4. There is no interest charge associated with the plan.

References

Sections 21.4, 23.3, 30, 39, 39.1, 60.2 School Act
Bill 1 – An Act to Reduce School Fees
School Fees and Costs Regulation - Ministerial Order (#306/2017)

Amended:
June 2017
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