

## STUDENT FEES

### Background

All students are to have access to the education prescribed by the Minister at the lowest possible cost to the students. While the Division has the power to levy fees under Section 60 of the School Act and related regulation, these fees must reflect the needs of the school and community. The Division recognizes that educational programs help define a school within its community and some costs must be recovered.

### Procedures

#### 1. Regulation

- 1.1. All fees are subject to the School Act and regulation.
- 1.2. No fee can be established for the cost for textbooks, workbooks or photocopying, printing or paper supplies.

#### 2. School Determined Instructional Fees for Enhanced Services and Supplies

- 2.1. Schools may propose instructional fees for to enhance a course, activity, project or item, on a cost recovery basis only.
- 2.2. Instructional fees are for student actions or activities that are course related and only where the student utilizes materials, services or travel that are beyond the those normally supplied by the school for such a course; or where the materials, equipment or facilities or services used in a course taken by a student cannot normally be covered from provincial grant funding.
- 2.3. When the fee covers the cost of materials, the school must submit a list of materials to be purchased by the fee, in the event that a parent wishes to supply the materials themselves.
- 2.4. Instructional fees may be proposed by schools in consultation with the School Council for supplies, materials and other costs, other than tuition, relating to
  - 2.4.1. CTS courses,
  - 2.4.2. complementary courses (junior high/middle school),
  - 2.4.3. Marine Biology,
  - 2.4.4. Outdoor Education,

- 2.4.5. Physical Education 20/30,
  - 2.4.6. Others as deemed appropriate by the Superintendent or designate.
3. School Determined Non-instructional Fees
- 3.1. Schools may propose the collection of additional fees for student actions or activities that are not course related and only where the student has the ability to opt out of the action or activity.
4. Transportation Fees (Appendix 505-A)
- 4.1. All transportation fees are set annually by the Board to pay for the funding shortfall due to the difference between the budgeted costs incurred by the Board for regular route operations and Alberta Education transportation grants.
  - 4.2. The transportation fee is levied against a Conditional Rider: a student who is:
    - 4.2.1. Ineligible for student transportation funding as outlined by the Government of Alberta for
      - 4.2.1.1. one pickup and drop-off address; plus and
      - 4.2.1.2. each additional pickup or drop-off not on the route under 4.2.1.1 address.
    - 4.2.2. Eligible for student transportation funding, for each additional pickup or drop-off not their primary route address.
5. Non-Alberta Student Fee (Appendix 505-A)
- 5.1. The Non-Alberta Student Fee will be administered in accordance with Administrative Procedure 301 – Attendance Of Non-Alberta Students.
6. Adult Student Fee (Appendix 505-A)
- 6.1. The Adult Student Fee is set annually by the Board for the provision of instructional services to adult Albertans.
  - 6.2. An adult student fee will be levied against any individual who meets the requirements of a funded student but is 20 year of age or older on September 1 of the school year.

## 7. General

- 7.1. Schools will collect and be credited the fees as part of their revenues.
- 7.2. Principals will be responsible to collect all fees and forward them to the Secretary-Treasurer or designate.
- 7.3. Principals will remit mandatory fees collected each month to the Secretary-Treasurer or designate in the first week of the month following receipt.
- 7.4. Principals will account for non-collected mandatory fees in the following year's budget.
- 7.5. The Secretary-Treasurer shall receive with the schools budget submission, documents relating to all school proposed instructional and non-instructional fees to be levied for the following year from each school. Including:
  - 7.5.1. Fee Rate
  - 7.5.2. Projected number of students the fee will apply to
  - 7.5.3. Total Revenues Expected from each fee, allowing for non-collection and reduction or waiver.
  - 7.5.4. List of Expenditure items and total costs
  - 7.5.5. Statement of purpose of unexpended fees
  - 7.5.6. Projected opening balance of fee fund.
  - 7.5.7. Documentation to support the consultation with parents about the proposed schedule of fees including the setting; increase or decrease; and costs associated with the fee proposed.
- 7.6. Proper accounting for all school fees will be implemented and any fees collected will be used only for the purpose for which they were collected.
- 7.7. All students enrolled in similar grades or courses in the Division will be assessed similar fees when such fees are authorized.
- 7.8. The Division prohibits schools from using any methods of circumventing the intent of this administrative procedure by requiring students to pay any unauthorized fees either through the school directly or through any organization acting directly or indirectly as an agent of the school.
- 7.9. Notwithstanding that parents sometimes refuse to pay the fees, schools are not to refuse to supply instructional materials to students, nor is the issuance of instructional materials or final assessments to students, to be revoked for reason of non-payment of fees.
  - 7.9.1. At no time can a fee be proposed where the Total Revenues (calculated in 6.5.3), are less or equal to the projected opening

balance of the fee fund (calculated in 6.5.6), excluding accumulations for a specified future purpose.

- 7.10. Fees not requiring Ministerial approval will be approved at the time of Budget approval by the Board or by approval of the Superintendent or designate, whichever occurs first.
- 7.11. The schools' fee schedule is to be posted to the Schools website once approved.
- 7.12. No fees are to be levied until a School's Fee schedule is approved.

## 8. Fee Transfer Proration, Refunds, Reduction or Waivers

- 8.1. When a student transfers to another school within the Division, the Instructional Materials Fee will be transferred to the receiving school, from the attending school.
- 8.2. Students who registered after the commencement of the school year or semester or who transfers to another school jurisdiction prior to the end of the school year or semester will be charged or refunded the instructional material fee on a pro-rated basis.
  - 8.2.1. For Instructional/Non-instructional Fees, proration shall be the lesser of the actual costs of materials not used, or
    - 8.2.1.1. For semestered courses, 1/5<sup>th</sup> for each full calendar month the student will or will not attend.
    - 8.2.1.2. For full-year courses, 1/10<sup>th</sup> for each full calendar month the student will or will not attend.
  - 8.2.2. The Transportation fee will be levied on a prorated basis as follows:
    - 8.2.2.1. Up to January 1st , full fees will be charged ;
    - 8.2.2.2. After January 1st, the student will pay 10% of the annual fee for each of the remaining months in the school year.
    - 8.2.2.3. Where a student starts riding the bus after the 15th of the month, that month will not be charged for.
  - 8.2.3. Refunds for Transportation Fees:
    - 8.2.3.1. No refunds will be made except in cases where the student no longer attends a STAR Catholic school in the same community and does not ride a bus operated for the Division. The refund will be paid on a pro-rated basis as follows:

- 8.2.3.2. Up to November 1st, 10% of the annual fee: 1/10<sup>th</sup> for each full remaining calendar month the student will or will not be riding the school bus until the end of the year or
  - 8.2.3.3. After November 1, and before April 16th, 5% of the annual fee for each full calendar month the student will or will not be riding the bus between November 1st and April 16th.
  - 8.2.3.4. After April 16th: calendar month the student will be riding the bus; no refunds will be made for student who will not be riding the bus.
- 8.3 To support parents who encounter financial hardship, the Division, on the recommendation of the Principal can reduce all fees.
- 8.3.1 Parents are to make a written request to the Principal outlining their need for a fee reduction and the amount of reduction sought.
  - 8.3.2 Upon receipt of the application, principal is to respond to the parent in writing:
    - 8.3.2.1 The amount of the fee reduction and reason for any deviation from the requested amount; or
    - 8.3.2.2 The reason for refusing to waive the fees.
  - 8.3.3 A copy of the reduction response is to be forwarded to the Secretary-Treasurer.

## 9. Fee Collection

- 9.1. Principals will request parents/guardians, in writing, to make payments for fees not paid within thirty days of registration.
- 9.2. For fees outstanding more than 90 days from date of registration the principal will request, in writing, that parents/guardians forward the payments and or make arrangements for payment. School staff will follow up with a phone call to the parent.
- 9.3. The Secretary-Treasurer, in consultation with the principal, may at any time declare the outstanding fees as uncollectable when it is felt the collection of fees is highly unlikely or collection would be an undue hardship on the student or parents/guardians.
- 9.4. By May 1 of each year the principal or designate will provide a list of fees declared uncollectable in the last 12 months to the Secretary-Treasurer or designate for approval to write off.
- 9.5. Schools will perform the following actions, prior to referring fees as uncollectible:

- 9.5.1. At the beginning of the school term, parents shall be provided with a Notice of Fees Assessed, (Form 505-01), outlining the fees payable and offering the parent the option of providing the materials at their own expense.
- 9.5.2. Parents who have not paid fee accounts by October 15 are to be sent a Reminder Notice (Form 505-02) by October 30. The Reminder Notice will incorporate a Contract for Payment by installment.
- 9.5.3. Parents who have not paid fee accounts by November 15 are to be sent a Second Reminder Notice (Form 505-03) by November 30. The second Reminder Notice will incorporate a Contract for Payment by installments.
- 9.5.4. The School will issue final Demands for Payments for all accounts still outstanding as at December 31.
- 9.5.5. In the case of a high school student registering for the second semester, the months set out in Procedures 8.5.1, 8.5.2, and 8.5.3 are to be considered to read March, April and June respectively.

## 10. Fee Dispute Resolution Processes

- 10.1 In the event that there is a dispute between the parent and administration, concerning the amount and payment of fees or costs, the matter will be resolved as per Policy 13 – Appeals and Hearings Regarding Student Matters.

Reference: Section 16, 60, 61, 113, School Act