

ADMINISTRATIVE PROCEDURE NO. 202

SCHOOL FEES

Background

The Division will assess school fees to recover the cost of certain instructional materials as provided for in the *School Act*. The Division will endeavour to keep school fees assessed to students to a minimum.

Procedures

1. School fees will be set annually by the Board after gathering feedback from school principals, staff, and school councils.
2. Schools are authorized to establish additional fees, upon Board approval, for a course, activity, project or item on a cost recovery basis only.
3. No fees other than those authorized by the Board will be assessed against any student attending any of the schools in the Division.
4. The collection of school fees is the responsibility of the school.
5. Schools will make provisions for those circumstances where families cannot afford to pay school fees. Students whose families cannot afford school fees must not be penalized or prohibited from participation in programs. These provisions are to be clearly communicated to staff and students.
6. After due consideration, and before April 30 of each year, the Board will determine the school fees for the upcoming year.
7. Schools shall advise parents of the amount and purpose of approved school fees prior to or at the time of registration.
8. School fees for elementary and middle schools are due and payable upon registration or the first day of classes for the school year, and for high schools, on the first day of each semester. Students who are registered after the first month of school shall be assessed fees on a pro-rated basis.
9. Parents requesting waivers of fees must make a request through the school principal.
10. Unpaid school fees will be subject to a collection process.