

Administrative Procedure 503

PAYMENT OF FEES

Background

The Division believes that all students will have access to a basic education as prescribed by the Program of Studies. Fees may be charged for optional or enriched educational activities/opportunities including optional courses, activity fees/field trips, extracurricular travel, non-curricular travel, early childhood services, technology user fees, non-curricular goods and services, alternative program fees, and other fees that enhance education (as specified under Policy 19 - School Fees).

Procedures

1. All fees levied under this procedure shall be directly related to the cost of resources provided to students and not used to fund other services or supplies.
2. School Fee Schedule:
 - 2.1. Schools may only establish fees as outlined under Policy 19 – School Fees.
 - 2.2. The principal will submit the proposed School Fee Schedule to the Superintendent or designate as part of the budget development process and approved in accordance with the provincial budget submission requirements.
 - 2.3. The principal shall present the proposed School Fee Schedule to the School Council for discussion and input prior to submission to the Superintendent.
 - 2.4. The School Fee Schedule shall be posted on the school website by June 30.
 - 2.5. Parents/students shall be notified of any course or program costs prior to registration.
 - 2.6. Teachers are to notify parents of any costs associated with a class, course, activity or program in the course outline at the beginning of the year/semester
3. All students are to be provided with a copy of an invoice no later than September 15 of each school year for applicable fees.
4. School fees are due and payable:
 - 4.1. For course/program fees:
 - 4.1.1. On or before October 31 of the school year for full year courses/programs or courses/programs in semester one;
 - 4.1.2. On or before March 1 for courses/programs offered in semester two;
 - 4.2. For field trip or extra-curricular fees:
 - 4.2.1. Upon registration and prior to participation in the field trip or extra-curricular activity; unless otherwise authorized by the School Principal.
5. Collection of delinquent school fees:
 - 5.1. Each school shall be responsible for the collection of all accounts;
 - 5.2. For full year or semester one course/program fees:
 - 5.2.1. On or before October 15, a reminder requesting payment will be sent;
 - 5.2.2. On or before November 15, a second reminder will be sent requesting either prompt payment or contact with the School Principal to make arrangements for payment;

- 5.2.3. On December 15, a third reminder will be sent;
 - 5.2.4. After January 1, the school shall pursue fees collection by the appropriate actions.
 - 5.3. For semester two course/program fees:
 - 5.3.1. On or before March 15, a reminder requesting payment will be sent;
 - 5.3.2. On or before April 15, a second reminder will be sent requesting either prompt payment or contact with the School Principal to make arrangements for payment;
 - 5.3.3. On May 15, a third reminder will be sent;
 - 5.3.4. After June 1, the school shall pursue fees collection by the appropriate actions.
 - 5.4. For field trip or extra-curricular fees, payment must be received prior to participation in the field trip or extra-curricular activity; unless otherwise authorized by the School Principal.
 - 5.5. Unpaid fees will only be deemed as non-collectible and written off with authorization of the Secretary Treasurer.
- 6. Lockers, where available, will be provided rent free. The school may make its own regulations about locking procedures and costs.
 - 7. Schools shall devise an adequate system for inventory of resources.
 - 8. Resources lost or damaged must be paid by the student based on the condition of the materials at the time of rental/use, and on the recommendation of the Superintendent or designate.
 - 9. Refunding of Fees:
 - 9.1. The principal is to ensure detailed records are kept of revenues and expenses for all fees collected;
 - 9.2. Parents/students are entitled to a refund on a fee paid if the actual revenue collected exceeds the actual cost by more than \$10 or 10% of the fee paid, whichever is greater, per participant;
 - 9.3. Fees that are over the amount in 9.1 will be refunded automatically.
 - 9.4. A parent may submit a written request to the school principal for a refund of any fee not automatically refunded.
 - 9.5. Any surpluses not refunded may be used at the principal's discretion for similar programs, courses, or activities. Surpluses cannot be used for textbooks, paper, or other resources normally covered by provincial funding;
 - 10. Appeals:
 - 10.1 A parent may appeal a decision regarding the refunding of fees to the Superintendent of Schools.
 - 10.2 Written appeals should contain the necessary details and a copy of the appeal shall be sent to the Principal.
 - 10.3 The Superintendent shall review the appeal and may request additional information from each party.
 - 10.4 The Superintendent will make a decision respecting the appeal and inform the parties in writing within fourteen (14) days, unless otherwise agreed upon by the parties.
 - 10.5 The decision of the Superintendent is final.
 - 11 Waiving of Fees:

To the greatest extent possible, students will not be denied educational opportunities or activities due to financial hardship.

11.1 Principals are to inform parents of the circumstances under which a fee may be waived and the process to request the waiving of fees,

11.1.1.1 On the school website by June 30, and

11.1.1.2 When invoices are sent to parents by September 15

11.2 Parents may request the waiving of fees by completing *Form 2.2 – Application for Waiver of Fee(s)*. Supporting documentation proving financial need may include:

11.2.1.1 A current Social Services Benefit Card showing the applicants and student(s) name(s).

11.2.1.2 A current letter from Social Services verifying you are in receipt of assistance and the children listed are covered as your dependents.

11.2.1.3 The Alberta Works Child Health Benefit card and the letter of confirmation of renewal for the current year - DO NOT send Alberta Personal Health Card.

11.2.1.4 Parent(s) "Confirmation of Residency" papers indicating Conventional Refugee and current Citizenship and Immigration cheque stub.

11.2.1.5 Verifiable taxable household income which falls under the applicable Statistics Canada Low Income Cut-off

11.2.1.6 Any other reason deemed appropriate by the Superintendent.

11.3 Parents may appeal a decision regarding the waiving of fees to the Superintendent of Schools and subsequently to the Board as per Policy 13 – Appeals Regarding Student Matters

Reference: Bill 1 – Act to Reduce School Fees
Aspen View Public Schools Policy 19 – School Fees