

POLICY HIAF – School Fees

***Note: This policy is being reviewed to reflect the Education Act**

60.2j. - replaced All students deserve access to a quality education in an Alberta school, regardless of their individual circumstances or their ability to pay school fees. Fees will not be charged for textbooks, workbooks, or photocopying, printing or paper. Schools may wish to enhance educational services beyond basic education. Schools may set fees for enhanced educational services with the support of their school community and in accordance with provincial legislation and this policy.

PURPOSE:

Establish guidelines for establishing fees and costs, collecting, waiving and refunding fees and costs.

BACKGROUND:

In conjunction with *An Act to Reduce School Fees*, introduced in spring 2017, the 2017/2018 budget, and supporting regulations, Peace Wapiti Public School Division is committed to ensuring that the additional revenue provided by the province is used to reduce the financial barrier of school fees, recognizing that this additional revenue is insufficient to cover all basic fees.

GUIDELINES & PROCEDURES

1. Schools will consult with parents before any school fee or cost is set, increased or decreased.
 - a) When setting school fees for the next academic year, principals will consult with their school councils. When possible, this consultation will begin at the second last school council meeting of the school year.
 - i) The principal will demonstrate the need to charge any school fee or cost, including the amount, to parents using the School Fee Revenue Schedule (Exhibit 1);
 - ii) The principal will explain the refund process in the event that the cost of a service or product is less than what was charged to the parent. Based on reasonableness, the surplus will either be:
 - (1) applied to next year's budget for this area; or
 - (2) refunded to the parent.
 - iii) Deadlines for schools to submitting fee schedules are:
 - (1) In the spring as part of the budget process (This should cover 98% of all fees);
 - (2) September 15
 - (3) February 15
 - (4) All other fee change requests will be considered with the administrative time charged back to the site budget.
 - iv) Fee changes that are not part of the budget process will be communicated to the Board as part of the Consent Agenda.
 - b) Coaches/lead teachers will consult with parents involved in extracurricular activities (sports teams, clubs, travel). This consultation may occur in writing or at a meeting of the parents of students involved in the extracurricular activity.
 - i) The coach/lead teacher will demonstrate the need to charge any extracurricular

- activities fee or cost, including the amount, to parents using the Extracurricular Fees Form Letter (Exhibit 2);
- ii) The coach/lead teacher will explain the refund process in the event that the cost of a service or product is less than what was charged to the parent. Based on reasonableness, the surplus will either be:
 - (1) applied to next year’s budget for this extracurricular activity; or
 - (2) refunded to the parent.
 2. In the event a student leaves, fees for services provided over time shall be assessed and refunded on a prorated based.
 3. Parents may request school fees or costs to be waived or refunded using the following process:
 - a) Parents complete and submit the Waiver or Refund of Fees Form (Exhibit 3);
 - b) The Statistics Canada Low Income Cut Off will be used as the basis for determining if the waiver or refund of fee will be granted. (See Methodology for Calculating Fee Waiver and Refund Thresholds – Exhibit 4.);
 - c) Should there be a dispute or concern between parents and the Administration about fee waiver or refunds, the Student Matters Committee would hold an appeal hearing as outlined in *Policy IFA – Appeals Concerning Student Matters*.
 4. The Principal will ensure that staff and parents are aware of the process for waiving and refunding fees by using one or more of these methods:
 - a) school handbook;
 - b) school newsletter;
 - c) school webpage.
 5. The Board may charge for the transportation of students that are less than 2.4 kilometers from the school. The process for waiving, refunding or appealing will be as outlined above for school fees, but the appeal would be heard by the Transportation Appeal Committee.

Cross References: links to

[Exhibit 1 – School Fee Revenue Schedule](#)
[Exhibit 2 – Extracurricular Fees Form Letter](#)
[Exhibit 3 – Waiver or Refund of Fees Form](#)
[Exhibit 4 – Methodology for Calculating Fee Waivers and Refunds](#)
Policy IFA – Student Matters
Policy JC – School Councils

Legal Reference:

[School Act](#) RSA 2000, Section 60.2.h & j.
[An Act to Reduce School Fees](#)
[School Fees and Costs Regulation](#)
[School Transportation Regulation](#)

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Next Review: Annually