

# STUDENT FEES

## Background

The District is committed to providing a broad range of educational programs and opportunities for students, free of charge consistent with the School Act. The District may charge a fee for goods and services associated with enrichment activities, courses, or programs. Every effort shall be made to keep fees to a minimum.

The purpose of this Administrative Procedure is to clarify those programs, resources and services that are free of charge and also to outline the fees and deposits that the District may charge. The subsequent Administrative Procedure also provides a fee waiver process to support families who experience financial hardship with the goal of supporting equal access to all educational programs and opportunities for students.

Students who are school-aged, and enrolled in an educational program at a school operated by the District will be provided free of charge with the following:

- Instruction in an educational program sufficient to meet general graduation requirements;
- Instruction in an educational program after the student has met the general requirements for graduation;
- Educational resource materials necessary for participation in an educational program.

The District may charge fees for the goods and services as indicated in the procedures which follow.

The District may waive all or part of a student's fees, or provide an alternative option, where the Principal determines that the payment of fees will cause financial hardship to a student's family.

## Procedures

1. The District will not charge fees for:
  - 1.1. Materials and equipment necessary to meet the learning outcomes or assessment requirements of an educational program provided by the District; and/or
  - 1.2. Field trips where attendance is mandatory and/or assessment will take place.
2. The District may charge fees for:
  - 2.1. Materials and equipment of a nature, or of a quality or quantity, beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the District;
  - 2.2. Paper, writing tools, calculators other than graphical calculators, student's planners, exercise books, computer storage media and other school supplies and equipment for a student's personal use;

- 2.3. The payment of expenses, including expenses for transportation, accommodation, meals, entrance fees and equipment rentals in respect of optional field trips or special events that are not necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the District;
  - 2.4. The purchase or rental of a musical instrument for the student's personal use with regard to students participating in, as part of an educational program:
    - 2.4.1. A music class, course or program, or
    - 2.4.2. A fine arts class, course or program with a music component;
  - 2.5. The purchase or rental of tools, equipment and materials necessary for the student's participation in a trades program;
  - 2.6. Materials that are used in goods that are intended for students to take home for personal use or as a gift;
  - 2.7. Certain school courses and programs offered to provide students the opportunity to acquire certification in such areas as First Aid, CPR, Food Safe, and Boat Safety.;
  - 2.8. Specialty academies;
  - 2.9. In all cases, consideration is to be given to facilitation of participation by students who would otherwise be excluded due to financial hardship.
3. The District may:
    - 3.1. Require a student to provide his or her own tools, equipment, and materials necessary for the student's participation in a trades program;
    - 3.2. Require a student to provide his or her own musical instrument with regard to students participating in, as part of an educational program:
      - 3.2.1. A music class, course or program, or
      - 3.2.2. A fine arts class, course or program with a music component.
  4. The District expects that students will attend school with appropriate personal clothing for school activities such as gym strip, footwear, outerwear, and personal safety equipment.
  5. The District may require deposits for educational resource materials, such as textbooks, novels, musical instruments, and other resource materials. The District will refund all or part of the deposit to the student upon return of the educational resource materials. Students will be advised of the terms of the deposit at the time the deposit is required. Deposits are subject to the hardship procedures outlined below.
6. Fees and Deposits:
    - 6.1. The Secretary-Treasurer shall assume responsibility for ensuring that fees and deposits are annually reviewed and reported to the Superintendent.
    - 6.2. The District shall publish a schedule of the fees to be charged and the deposits required and make that schedule available to students and their parents before the beginning of the school year.

## 7. Specialty Academies

- 7.1. A “Specialty Academy” is defined as an educational program that emphasizes a particular sport, activity or subject area and meets the criteria of this Administrative Procedure, the School Act and related regulations and ministerial orders.
- 7.2. The District may charge fees relating to the direct costs incurred by the District in providing the Specialty Academy that are beyond the cost of providing a standard educational program.
- 7.3. On or before July 1 of each school year, the Board will establish a schedule of fees to be charged to students enrolled in a Specialty Academy, and will make that schedule publicly available.

## 8. Fees for Trips

- 8.1. The District will not charge fees where participation in a field trip is mandatory or where participation is necessary in order for the student to meet the learning outcomes or assessment requirements of a course.
- 8.2. The District may charge fees for optional field trips that enhance and add value to a student’s learning experience but are not essential to the learning outcomes.
- 8.3. Extra-curricular trips or activities are not considered part of the educational program and do not relate to specific learning outcomes. Consequently, fees, which are limited to expenses, may be charged.

Reference: Section 20, 22, 65, 82, 82.1, 82.2, 82.3, 82.4, 85 School Act  
Ministerial Order 236/07

Adopted: November 2019  
Revised: