

## Administrative Procedure 506

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### ECONOMIC HARDSHIP

#### Background

Fees are required to assist in financing services for students. While fees are necessary, some parents or students may be unable to afford such fees. To ensure that students have access to a basic education the Division makes provision for forgiving or adjusting fees where economic hardship can be demonstrated.

#### Procedures

1. Requests for waiver or adjusting of the fee will be made directly to the Principal who will be responsible for making the appropriate determination.
2. The Secretary Treasurer in consultation with the Superintendent shall establish criteria by which requests are evaluated. The details of the criteria are not to be made public.
  - 2.1 Criteria for evaluating applications shall include income levels using data available from Statistics Canada, family size and other criteria that may be useful in determining economic hardship.
3. Each request will be assessed on an individual basis.
  - 3.1 Waiving or adjusting of fees may be applied to:
    - 3.1.1 Division established; e.g. bus fees, course fees.
    - 3.1.2 School established: e.g. extra-curricular sports fees.
4. Fees may be waived or adjusted for the entire school year or for a portion of the school year, subject to specific circumstances.
5. Rejected applicants may appeal to the Superintendent.

Approved: May 5, 2017

Reviewed/Revised: August 18, 2023

Reference: Education Act  
School Fees Regulation 95/2019