

## Administrative Procedure 505

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### SCHOOL FEES

#### Background

Resident students and qualifying non-resident students are to have access to a basic program of instruction without cost, fee, or levy. Accordingly, a resident student or a qualifying non-resident student shall be enrolled without cost, fee, or levy for instruction or for other services, with specific exceptions limited to those identified in this Administrative Procedure.

This Administrative Procedure does not apply to the following costs:

- The cost of general supplies and materials that a school may expect a student to provide for himself or herself, eg pens, pencils, erasers, notebooks, binders, gymwear.
- The cost of goods/services that a student/parent may choose to purchase from a school, eg cafeteria products, products sold through vending machines, school photos, student planners/agendas, yearbooks, purchases from book clubs, admission fees to school events, school logo clothing/gear, participation in extra-curricular activities.

#### Definitions

Fees for basic educational services – services, supports and materials required for a student to be successful in meeting the core learning outcomes at a basic level.

Fees for enhanced educational services – services, supports and materials that are not required to meet the core learning outcomes at a basic level but that are provided to enhance the student's learning opportunities.

Fees for non-curricular services – optional activities or materials outside of the educational mandate of the jurisdiction.

A qualifying non-resident student means a student who is a resident of another school authority in Alberta and who is accepted for enrolment by the Division in accordance with Section 7(1) of the Education Act, or a student who is not a resident of any school authority in Alberta but who, in accordance with Board Policy or in the judgment of the Board, is eligible to enrol in a program of instruction in the Division without cost, fee, or levy, except as noted in this Administrative Procedure.

A resident student means an individual who is entitled to have access to an education program under Section 3 of the Education Act and who is a resident student as determined under Section 4 of the Education Act.

A student means a child enrolled in an Early Childhood Services Program or a Program of Studies from Grades 1-12.

## **Procedures**

1. Students shall not be charged fees for the cost of providing instruction in any course or program of study offered by the Division.
2. Students shall be charged a fee in accordance with the School Fee Regulation, to be established annually by the Board by resolution.
3. Students may be charged fees to cover the following defined costs, with the specific amounts (except for field trip costs) to be approved on an annual basis by the Superintendent:
  - 3.1 The student is responsible for proper care and custody of all items borrowed under the provision of this procedure. Students must return all textbooks and loaned resources or equipment at the end of the school semester or term in order to not be charged for lost or damaged resources.
  - 3.2 Field Trip Related Costs – costs of educational, cultural, or recreational field trips, including the cost of transportation, accommodation, venue rental/entry fees, and any other costs associated with such field trips.
  - 3.3 Costs for Instructional Supplies and Materials (Middle and High School Only) - costs for supplies and materials provided by the school, which become the personal property of the student, or which are provided for the student's personal use or consumption, e.g. raw materials for major student projects; specialized supplies, materials, or resources for Career and Technology Studies (CTS); rental of a locker/lock. Costs of additional materials or supplies associated with non-core course options as band, fine arts, advanced placement, second languages, or Career and Technology Studies.
  - 3.4 Musical Instrument Costs (Middle and High School Only) - costs for the use, or rental/purchase, or repair of musical instruments.
  - 3.5 Student Leadership Costs (High School Only) - costs of developing/supporting student leadership in a school, including the cost of operating a Student Council.
  - 3.6 Alternative Program Costs – costs of operating an Alternative Program, as described in Section 21 of the Education Act.
  - 3.7 Transportation Costs at the school level – costs of maintaining, insuring, and replacing the school vehicles that are used for school field trips.
4. The Superintendent shall ensure that, to the extent possible, consistent fees are maintained among all elementary schools, as well as among all middle schools and all high schools respectively.
5. The Principal shall annually consult the school community prior to setting, increasing or decreasing fees. This would be done through the school newsletter and school council

meetings.

6. Each Principal shall ensure that, to the extent possible, parents/students are advised at the beginning of the school year/semester of all fees to be charged during the school year/semester.
7. The Principal shall ensure that parents/students are provided with written information regarding the specific goods or services for which a fee is being charged.
8. Upon withdrawal from a program or service, parents will be refunded dependent on how much of the fee has already been expended on the child.
9. There shall be an annual report to the Board with respect to all fees charged under section 2.
10. Requests to add to the list of items for which fees may be charged under section 2 above must be made to the Board.

Approved: March 9, 2005

Reviewed/Revised: April 12, 2018

December 13, 2019

Reference: Education Act  
School Fees Regulation 95/2019