



201.5AP Fees for School and Transportation

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LEGAL REFERENCE:

- *Education Act (Sections 13, 19, 21, 23, 32, 52, 53, 59, 68, 196, 197, 204, 225, 257)*
- School Fees Regulation 95/2019

CROSS REFERENCE:

- [201.5AP Exhibit 1 Student Fee Waiver Application](#)
- [201.5AP Exhibit 2 BTPS Fee Schedule](#)
- [202.3AP – Appeals Concerning Student Matters](#)

BACKGROUND:

The school division may charge a student's legal guardian fees subject to the prohibitions and restrictions contained in the Education Act and regulations.

Fees for services and costs will be based on the principle of cost-recovery and not represent additional dollars to be placed for a different purpose.

While fees are necessary, some legal guardians or students may be unable to afford such fees. To ensure that students have access to a basic education, the Division shall make provision for forgiving or adjusting fees where economic hardship is demonstrated.

There are no fees for basic school materials, textbooks, workbooks, photocopying, paper, uniforms, student ID, locks, lockers, fitness centre or lunch supervision & noon hour activities.

PROCEDURES:

Division Fees

1. The Board of Trustees shall establish division fees for school division services and supports annually, in consultation with the Superintendent.
2. Division fees are established to allow for enhanced services and supports to students, and apply to all students registered for learning with the school division, including:
 - 2.1 Technology Fee
This charge helps offset the increased cost of wireless internet access, bandwidth in our schools, and evergreening network equipment and hardware.
 - 2.2 Supplemental Supports Fee
This charge is due to increasing demand on school systems to support student mental health/wellness and other areas to meet students' needs in addition to specialized learning supports funding.

Transportation Fees

3. The Superintendent shall establish fees for transportation services not funded by the Alberta Government, in coordination with recommendations from the Secretary-Treasurer and Director of Transportation Services, including:
 - 3.1 In-Town Busing (less than one (1) kilometre)
 - 3.2 Ineligible Students
 - 3.3 Yard Services

The Board of Trustees will be informed on updated rates and changes.

School Fees

4. Considerations
 - 4.1 The Superintendent can at their discretion establish maximum fees for specific services and supports that schools have the discretion to apply to families.
 - 4.2 Principals shall make recommendations to the Superintendent annually for maximum school fees for the next operating year.
 - 4.3 Principals shall consult with their school councils regarding proposed site-based school fees.
 - 4.4 The Principal shall determine their recommendations on a cost-recovery basis when determining fees.
5. School Fee Maximums
Includes required fees, option courses (curricular) and other fees to enhance learning. In accordance with this section, only the following may be assessed to families by the school Principal to an established maximum as follows:

5.1 CTS Fees

- 5.1.1 Grade 7-9: maximum \$15 total per student (annually)
- 5.1.2 Grade 10: maximum \$15 per course, \$45 total by student
- 5.1.3 Grade 11-12: maximum \$25 per course, \$75 total by student

5.2 Foods

- 5.2.1 Grade 7-9: maximum \$30 per course
- 5.2.2 Grade 10-12: maximum \$45 per course

5.3 Deposits for Course (refundable): Grade 10-12: maximum \$100 per course

Deposits that are collected to ensure the return of materials on the completion of an offsite course. These deposits might include things like Lakeland College Caution Deposits, Learning Hub, etc.

5.4 Student Union: maximum \$25 per student

6. Learning Hub Course Fees

Where a student accesses programming through the Learning Hub without the approval of their school Principal, guardians or independent students will be responsible to pay a fee of \$50 per credit.

7. Lakeland College Course Fees

CTS courses offered through Lakeland College will be cost-shared with the school, and half of the cost will be assessed as a fee. The cost will be the amount paid for the course, including course fee(s) and materials fee(s).

8. Optional Activities

The following may be set by the school Principal, provided such fees are on a cost-recovery basis and optional to families, and are predicated on the fact that participation in the activity is not a requirement in order for a student to be successful in their educational programming. This charge might include things like swimming lessons, extra-curricular teams, skiing, hockey academy ice charges, band instrument rental, field trips, etc., including:

- 8.1 Academy Options
- 8.2 Agendas for Elementary Students
- 8.3 Band Rental Equipment
- 8.4 Non-Curricular Trips
- 8.5 Curricular Trips
- 8.6 Extracurricular Fees
- 8.7 Sport Team Fees
- 8.8 Option Courses: Non-Curricular

9. Sales

- 9.1 Generally, the sale of goods and services are optional, are not considered a fee, and may be assessed by the school Principal as they elect.
- 9.2 Sales of projects (e.g. CTS) for curricular purposes where a family is charged for a student to do a particular project must be done on a cost-recovery basis, be optional to families, and there must be an alternative provided by the school for those families that elect not to purchase the kit or project.

Accountability for Fees Collected

10. It is understood that fees or deposits will be assessed in a timely manner throughout the school year and paid prior to the commencement of the activity. All revisions to the school's fee schedule must be updated on the website and communicated to parents.
11. Principals and the Director of Transportation Services may not charge a fee in excess of maximum fees approved by either the Board (Division Fees) or the Superintendent (Transportation, School Fees).
12. Principals shall track fees collected and the expenditures relating to those fees in order to ensure that fees collected were spent on the purposes disclosed. Principals shall provide a financial report to any legal guardian requesting such information.
13. Principals shall only spend dollars collected through fees for the purposes disclosed.
14. Principals shall ensure any unspent fees collected will be retained for the following year and used for the same purpose for which they were collected. When recommending fees, the Principal shall consider available dollars carried forward from the previous school year.
15. Unless legal guardians are explicitly informed prior to fees being charged that particular unused fees will be carried forward for the next school year, unused fees shall be refunded to the legal guardians who paid them at the end of the school year.

Disclosure of Fees

16. Communications on fees by schools at the beginning of year shared will be provided to the Superintendent prior to being shared with families.
17. There will be clear understanding and communication of fees that are required and fees that are optional, and that families are not required to pay the optional fees.
18. Schools will communicate required fees and optional fees separately, or ensure in their communications which fees are required and which are optional.

Collection of Fees

19. The Principal shall ensure a minimum of two notices are sent to the responsible parties on fees owing and the Secretary-Treasurer will ensure one additional notice will be sent prior to accounts being sent to third-party collections.
20. A student's educational experience shall not be impacted by non-payment of school fees by legal guardians. Only non-curricular travel, sport teams, or extracurricular activities may be denied to students as a result of non-payment of fees, as determined by the Principal.

Waiver or Reduction in Fees

21. The Principal may arrange alternate payment schedules for legal guardians so as to accommodate varying circumstances for individual families.
22. The Secretary Treasurer or Principal may approve all reductions and waivers of fees through the school division's fee waiver program.

23. Fees may be waived or adjusted for the entire school year or for a portion of the school year.
24. The criteria and application form for the fee waiver program shall be posted on the Division's website.
25. The Secretary Treasurer or Principal shall use the following considerations when determining the criteria for waiving or reducing school fees:
 - 25.1 Income levels to determine economic hardship using data available from Statistics Canada
 - 25.2 Family size
 - 25.3 Economic circumstances of the legal guardians including income level, employment, accessing public assistance, or data available from Statistics Canada
 - 25.4 Being an independent student
 - 25.5 Recommendations by the Principal.
26. Transportation fees may not be waived or reduced under this policy, except after the start of the school year or start of services where changes to the economic circumstances of the legal guardian(s) would qualify for a waiver or reduction.
27. Appeals regarding the fees or the waiver of fees can be addressed through 202.3AP – Appeals Concerning Student Matters.
28. The Principal shall ensure legal guardians and staff are informed annually of the waiver or reduction in fees program for both school and transportation services fees.