

Background

The Division schools are involved in the collection of student fees, Board and school directed. All student fees collected are assets of the Division and subject to this administrative procedure.

Procedure:

1. Student Fees are defined as a charge to parents that is set on a cost-recovery basis for students to receive a service or supply. Fees include all **Board** and **School** determined mandatory and optional fees as described in the matrix below.

	Mandatory Fees	Optional Fees (Parent/Student Choice)
Board Determined	Adult Students Foreign Students	<u>Transportation by choice</u> <ul style="list-style-type: none"> • In- town transportation fees (see RA 4 – In-Town Transportation Fees) • Transportation out of attendance area (see RA 4 – Rural Transportation Fees) • Alternate site requests (see RA 4 – Alternate Site Requests) <u>Instrument rental fees</u> If a family decides to rent an instrument from the Division (school): <ul style="list-style-type: none"> • They shall pay a caution fee refundable on the return of the instrument, undamaged. • And an annual rental fee defined in RA 1 – Student Fees
School Determined	<u>Caution Fees</u> <ul style="list-style-type: none"> • Schools may establish a refundable caution fee for courses for which the school is required to pre-pay tuition to an external agency or educational partner. Refunds occur upon course completion. Examples: Green Certificate, Health Care Aid Program • Schools may establish a refundable caution fee for reusable resources. Refunds occur upon return of the resource Examples: library books, textbooks <u>School Supply fees</u> <ul style="list-style-type: none"> • Some schools provide the opportunity for parents to acquire paper, pens, binders, notebooks etc. at school rather than distributing a supplies list 	<u>Co and Extracurricular expenses</u> (Travel, accommodations, etc.) <ul style="list-style-type: none"> • Athletics fees (to play a school sport) • The Arts (Citadel, drama, music, etc.) • Travel clubs • Leadership clubs (Students' Union) • Swim lessons, skiing, etc. <u>Consumables for optional or special projects</u> <ul style="list-style-type: none"> • E.g. Building materials, unique art opportunities, etc. <u>Shared Cost Programs for Technology Learning Tools for Student Use</u> (see point #14 on page 3) Example: Chrome Books

2. Pursuant to Section 4 of Alberta Regulation 101/2017, schools are required to annually prepare a fee schedule for review by Alberta Education. A school shall not charge any fee or cost:
 - (a) that is not set out in the school's reviewed fee schedule,
 - (b) that exceeds the amount set out in the school's reviewed fee schedule,
 - (c) that exceeds the amount that the school estimates to be the projected cost of providing for the subject matter of the charge, or
 - (d) that is not clearly expressed in the reviewed fee schedule to connect to specific goods or a specific service or learning experience that is calculated to benefit students.
3. Schools shall submit their school fee schedule to Regional Office prior to May 15 of each year (excepting the 2017-2018 fee schedule which will be due June 23). The Superintendent and Secretary Treasurer shall review each fee schedule and submit to Alberta Education for approval. Upon approval from Alberta Education, the Division will communicate the contents of the individual school fee schedules via the Division website.
4. The School Principal/School Business Manager/School Administrative Assistant shall be accountable for all fees collected.
5. School-based fees will be set by School Principals, in consultation with staff, school councils and parents (e.g. classroom project material fees, non-curricular swimming fees, field trips).
6. Fees must be used for the purpose that was specified prior to being charged. Unless explicitly stated to parents prior to the fee being charged that unused fees will be used for another purpose, unused fees shall be refunded to the parents who paid them.
7. Schools requesting fees for certain programs shall provide a rationale for the fee, communicate with their school community about the need for the fee, and have accurate record keeping in place to show the monies collected went to support the program for which they were intended.
8. With regards to school generated funds, the school shall:
 - issue duplicate, numbered cash receipts
 - reconcile cash receipts to deposits on a regular basis
 - make all payments by cheque or direct deposit to Regional Office
 - ensure all cheques are signed by two (2) signing officers, one whom is the School Principal or designate
 - ensure deposit forms are signed by the School Principal or designate
9. There shall be a provision for fees to be waived for students whose families cannot afford to pay them. This will be done through a request in writing from parents to the School Principal, followed by a confidential meeting between the parents and the School Principal. No student will be prohibited from participation based on financial need. The existence of these provisions will be clearly communicated to school staff and parents at the beginning of each school year.
10. Every effort will be made to collect student fees at the school level. At the request of the school, the Accounts Receivable Department will invoice parents for unpaid fees.

Pro-rating and fee refunds will be directed from the school level.

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.

11. School Fee Deposit Process

Effective the 2018-2019 school year, schools and departments may choose one of the following two methods for depositing student fees:

- (a) Directly deposit into the PHPS bank account and forward a copy of the deposit summary for posting into the PHPS financial system or
- (b) Deposit into the school's School Generated Fund bank account, and forward a cheque at the end of each month for deposit and posting into the PHPS financial system.

Use of the online payment system (School Cash Online) is encouraged, as it will reduce the volume of the manual deposit processes outlined above.

12. Fees shall be subject to internal audit on an annual basis.

13. Adult Student Fee

Adult students are defined as individuals older than age 20 at September 1.

14. Foreign Student Fee

Foreign students are defined as individuals whose country of citizenship is not Canada who have requested to register with a Division school. This does NOT include students who are part of a student exchange program recognized by Alberta Education.

15. Shared Cost Programs for Technology Learning Tools for Student Use

- Student benefit – access to Technology Learning Tools at school and home
- School benefit – lower cost of capital investment in Technology Learning Tools
- Community support is required prior to establishing a cost shared program
- A maximum of 50% school funds support is permitted
- The program must be supportable and sustainable within the School Operating Budget and Technology Operating Reserve
- The School Principal must demonstrate how the program aligns with the School Education Plan
- The School Principal must ensure that students not participating in the Shared Cost Program have comparable access to Technology Learning Tools in the classroom
- The Technology Learning Tools purchased become the student's personal property and they are responsible for damage, loss and repairs (parents/students would be provided with a copy of the purchase receipt)
- The amount charged to the parent is considered a sale as it represents a discretionary purchase in which value for money is received

16. Any disputes or concerns regarding student fees will be handled as per Policy 9 Communication Protocol and Policy 13 Appeals to the Board Regarding Student Matters.

Reference

[Province of Alberta School Fees and Costs Regulation 101/2017 Rates Annex](#)

[Policy 13 Appeals to the Board Regarding Student Matters](#)
[AP 20-03 External Communication Protocol](#)
[AP 30-04 School Generated Funds](#)