



STUDENT FEES

Schools may levy student fees to assist in defraying costs of maintaining special programs and services to students.

PROCEDURES

1. *General*

- a. Fees are to be collected and administered through the school division office and accounted for on a monthly basis.
- b. All student fee schedules and collection practices shall adopt principles of moderation and cost recovery.
- c. Student fees shall be communicated in a transparent and open manner.
- d. Schools shall make provisions to waive student fees where families experience difficulty with ability to pay.
- e. Schools shall not levy compulsory student fees for instruction or student fees related to compulsory curricular courses.

2. *Fee Schedule*

- a. The Principal is responsible for establishing a *Student Fee Schedule* for the ensuing school year for Director of Education or designate approval prior to May 30 of each year.
- b. Fees may be levied for the following programs and services:
 - i. Practical and Applied Arts (optional material fees)
 - ii. Art Supplies (optional material fees)
 - iii. Rental and repair of musical instruments
 - iv. Specific Extracurricular fees
 - v. Replacement fee for lost or damaged books and locks
- c. Conditions and instructions for the levying of any fee are to form part of the *Student Fee Schedule*.
- d. Fees in the schedule are to be stated at maximum amounts per category.
- e. All fees must be equal to, or less than actual costs.
- f. School Community Councils are to review the list of student fees established by the principals for the school to ensure it is in alignment with the division procedures and community capacity.

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