

# STUDENT FEES AND SERVICE CHARGES

## Definitions

### Basic Educational Services

The services, supports and materials required for a student to meet the core curricular outcomes at a basic level as defined in the Guide to Education. (Math, Science, Language Arts, Social Studies, Religion, Physical Education, Health, Art, Music). Examples of the basic level of service include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic educational content and photocopying.

### Enhanced Educational Services

Services and materials that are not required to meet the core curricular outcomes at a basic level as defined in the Guide to Education but that are provided to enhance the student's learning opportunities. Examples include curricular field trips, programs of choice, cultural activities, one to one student technology and options programming.

### Non-Curricular Services

Optional activities or materials outside of the educational mandate of the Division. Examples include events, sports teams, clubs, agendas, lunch hour supervision, lockers, parking, extended non-curricular trips and other mandatory non-curricular materials.

### Responsible Parties

The custodial Parents of the student or the people whom a court order or written agreement designates responsibility for fees. In the absence of a court order or written agreement designating explicit responsibility for fees, responsibility shall be split evenly between custodial guardians.

## Procedures

1. Any new fees or increases to a fee by more than 5% shall be subject to Board approval.
2. Principals shall not assign additional fees to cover costs of Basic Educational Services.
3. Subject to the permitted fees and maximums set by the Board-approved fee schedule, the Principal may assign other fees for specific optional school-related activities for Enhanced Educational Services on a cost-recovery basis. Prior to charging a fee for Enhanced Educational Services, the Principal must consult with

4. School Council on the reason the fee is being charged, communicate the fee and what will be purchased with the fee to all affected Parents and receive approval from the Secretary-Treasurer.
5. The Principal may assign other fees for specific optional school-related activities for Non-Curricular Services on a cost-recovery basis in consultation with the Parents of participating students. Principals shall not assign additional fees to cover costs of mandatory Non-Curricular Services and supplies.
6. Once approved, these fees shall be listed on the school's public website. Information required when listing the other fees includes:
  - 6.1 Fee amount;
  - 6.2 Criteria for charging the fee (i.e. course or grade level);
  - 6.3 What will be purchased using the fee;
  - 6.4 What will be done with unused funds; and,
  - 6.5 What school-generated funds project the fee goes to.
7. The Principal shall ensure a minimum of two notices are sent to the responsible parties on fees owing and the Secretary-Treasurer will ensure an additional two notices are sent prior to accounts being sent to third-party collections.
8. A student's educational experience shall not be impacted by non-payment by Parents. Only services related to programs of choice or non-curricular services may be denied to students as a result of non-payment of fees.
9. The Principal may arrange alternate payment schedules for Parents so as to accommodate varying circumstances for individual families.
10. 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. The Secretary-Treasurer shall approve all reductions and waivers of fees through the Division's Fee Waiver Program.
  - 11.1 The criteria and the application form for the Fee Waiver Program shall be posted on the Division's website
  - 11.2 Waivers shall be approved only on an annual basis and must be reapplied for annually.
  - 11.3 The Principal shall ensure parents are informed annually of the Fee Waiver Program.

12. 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.

Reference: Section 16, 20, 51, 60, 61, 113 School Act  
EICS Policy 21: School Fees & Charges

Revised May 2019

Form 505 - 1 Fee Waiver Application *English*

Form 505 - 2 Fee Waiver Application *Tagalog*