

# **Fort McMurray Catholic Schools Operating Policies and Procedures**

## **OP 318 – Student Fees**

### **Policy**

The Board recognizes the need to charge user fees. The Board therefore supports the charging of fees for materials used in instruction, fees for non-instructional materials, and fees for activities designed to augment the instructional program.

The Board authorizes school administrators to recover the costs of non returned instructional materials.

### **Guidelines**

1. Each year as part of the Budget Process, the Board shall set the rates for school fees; which is universally applied to each student regardless of their educational program,
2. Payment of the student fee shall entitle a student access to all basic instructional materials required for the program and courses in which he/she is enrolled.
3. Schools may charge additional fees to offset costs for specific activities or programs.
4. Schools may charge extra fees for non-program related items provided the student has the option of avoiding the fee by not participating in the activity or service for which the fee is assessed.
5. Schools have the authority to recover the costs of lost or non-returned textbooks, library books and other instructional materials from students, parents and guardians.
6. Schools are responsible for the collection of unpaid fees.

### **Procedures**

7. A supplies and material fees shall be charge to every students attending a catholic school. The fee for school year 2011/12 are:
  - a. **Elementary School (includes ECS): \$75**
  - b. **Middle School (Grades 7 to 9): \$95; and**
  - c. **Senior High School (Grades 10 to 12): \$ 150**

8. For students not registered for the full school year, the amount payable shall be calculated as follows:
  - a. De-registration before September 30<sup>th</sup>: full reimbursement except for a \$10 administration/processing fee;
  - b. De-registration between October 1st and February 29<sup>th</sup>: reimbursement based on amount pro-rated using a 10 months period;
  - c. De-registration after March 1<sup>st</sup>: no reimbursement / full amount in effect;
  - d. Registration before November 1<sup>st</sup>: full amount in effect
  - e. Registration before November 1<sup>st</sup> and February 29<sup>th</sup>: amount prorated based on a ten month calendar;
  - f. Registration after March 1<sup>st</sup>: no fee for the school year
9. Basic textbooks and/or instructional materials shall be distributed to students in Kindergarten; Elementary, Junior High and Senior High grades.
10. Students wishing to use resources beyond the basic textbooks and/or instructional materials requirements of the course may do so at their own expense. Schools have the authority to sell extra materials at the School District cost.
11. Schools may charge program and activity fees to offset the following types of costs:
  - a. Accommodation and food costs for Outdoor Education and/or field trips;
  - b. Activity fees for non-district facilities; i.e. golf, swimming, skiing, etc.
  - c. Transportation costs for curricular and extra-curricular field trips.
  - d. Consumable resources fee for Career and Technology courses. The fees shall not exceed the School District cost for the materials consumed.
  - e. Sports Academy Course Fee to cover the additional cost of the program
12. The program and activity fees proposed must be identified in the course outline at the beginning of a term, semester, or must be considered a worthwhile addition to the program.
13. Schools shall provide programming for students who are unwilling, unable to participate, or unable to pay the program fee.

14. School non-program fees will be identified and assessed for the following types of items:
  - a. Locker Rental
  - b. Purchase of gym apparel
  - c. Student Union fee
  - d. Student Club fee
  - e. Purchase of yearbook (optional)
  - f. Purchase of school pictures
  - g. Graduation Fee for High School Graduation Students
15. The Superintendent shall be advised and approve all program and non-program fees proposed at each school.
16. Parents who have not paid their student fees account by October 15<sup>th</sup> will be sent an invoice by school administration by October 30<sup>th</sup>.
17. Parents who have not paid their student fees accounts by November 15<sup>th</sup> are to be sent a notice reminder from the School Principal by November 30<sup>th</sup>. The reminder notice will include payment options and an advisory the unpaid accounts will be turned over to the District Office for collection.
18. The school will forward all accounts outstanding as at December 31<sup>st</sup> to the Associate Superintendent of Business & Finance for collection.
19. The Associate Superintendent of Business & Finance will advise the parents their outstanding account may be turned over to a collection agency as of January 31<sup>st</sup> if the accounts remain unpaid as of that date.
20. Second semester accounts will follow the same time-frames set out for first semester, and are read as March 15, March 30, April 15, April 30, May 31, and June 30.
21. The Principal may waive fees identified in this policy on an individual basis. The Principal will maintain a record of all waivers, amount and circumstances as a minimum. The Principal may also provide parent a payment plan throughout the school year.
22. Fees will be prorated according to the months remaining in the school year for payment purposes for students registering after September 30<sup>th</sup>

23. Notwithstanding the above, parents who refuse to pay instructional materials fees; school administrators are not to refuse to supply texts and/or instructional materials to students; nor is the issuance of texts and/or instructional materials to students to be revoked for reason of non payment of fees.

<b>References:</b> <ul style="list-style-type: none"><li>• Alberta School Act, Sections 30(2), 60(2) (j)</li> <li>• Board Governance Policy EL # 17</li></ul>	<b>Approved:</b>
	Date Approved: May 12, 2008  Revision: May 16,2011
<b>Cross References:</b>	