

SCHOOL FEES

Background

The Board of Trustees allows for the assessment and collection of fees that:

- a. comply with the School Act and Alberta Regulations;
- b. increase a school's ability to enhance the education experience for students;
- c. allow to extend instructional services beyond the mandate or requirements of the School Act;
- d. allow non-instructional goods and services to be provided in a cost efficient manner to students, parents or the community at large.

Procedures

Guiding Principles

1. The assessment and collection of student fees will follow the following principles
 - a. Schools will strive to have the lowest fees possible.
 - b. There will be no fees for basic instructional resources for core courses (Math, Social Studies, English, Science, and Religion).
 - c. All fees must be justified and have the endorsement of the school community represented by the School Council annually.
 - d. School fees must only be used for the purpose for which they were collected. No profit from school fees is allowed. Fees are to be spent in the year in which they are collected. Schools shall report to the School Council, in the event of an unanticipated surplus, appropriate measures for disbursement of these funds. This is to be recorded in School Council minutes.
 - e. Schools shall publish on their Web Site the list of additional fees that may be collected during the year. This is to include fees that are collected subsequently, for such activities as field trips, and be as accurate as possible. The listing is to detail what each fee is for and the approximate fee amount. As much as possible, schools are to specify when the fee would be collected and total fees to be collected.
 - f. Field trips must be planned well in advance and parents given appropriate notice. Additionally, the number of field trips each student is involved in must be of a reasonable number and have a strong curriculum fit. Field trips are to be analyzed for cost/benefit related to improved student achievement and must comply with the District's field trip administrative procedure.
 - g. Fees collected for materials and resources must be used for "the students' personal use or consumption, and to enhance the quality and relevance of education for learners".

Fees must be used for consumable materials and resources, not equipment. Fees must not be used to purchase equipment and non-consumables. Principals are expected to use a portion of their scale of issue budget to cover costs of instructional resources.

- h. Activities that require the payment of a fee must not be mandatory or compulsory.
- i. Principals are to be sensitive to, and monitor carefully, the number of school activities that would involve requesting funds from parents (i.e., pizza days, book clubs, fundraisers, field trips, school supplies, etc.).

Reduction or waiving of Fees

- 2. School Principals may waive a portion or all the fees for families that were experiencing financial hardship.
- 3. The following eligibility criteria will be used:
 - a. Receiving assistance from Provincial Social Services; or
 - b. Eligible for the Alberta Child Health Benefit; or
 - c. A Government Sponsored Convention Refugee.
- 4. Other families that do not meet any of the eligibility criteria above may also declare financial hardship and provide supporting documentation such as copy of recent income tax return or other acceptable document.
- 5. Families requesting to have their fees reduced must complete and submit a Fee Reduction form annually to their Principal. The form is included as appendix 1 below and available for download on the District and individual School Websites. Parents will be made aware of the Fee Reduction Policy.
- 6. In cases where the Principal is reducing or waiving the fee for Student Transportation for ineligible students, the cost of the waived monthly fee will be charged to the School Budget.
- 7. Except in exceptional circumstances, fees will not be reduced or waived for the following:
 - a. Alternative Programs: Families will be directed to apply for assistance programs offered by external agencies such as the KidSport or Jumpstart;
 - b. Extra-Curricular Travel: In most cases, participants will be provided fundraising opportunities to cover a large portion of their fees; and
 - c. Out-Of-School Care: subsidy programs are already available from Alberta Human Services for Childcare Services.
- 8. Schools will maintain a ledger listing all fees reduced and will make this report available to the Secretary-Treasurer for accounting and audit purposes.

Refund

- 9. Parents will be eligible for a refund of fees paid if the student withdraws from a program or activity before its completion subject to the following conditions:
 - a. Amount of refund for annual fees will be prorated based on time completed calculated on a monthly basis. No refund will be provided after 80% of program is completed; and
 - b. For activities where monthly fees apply, refund for fees paid in advance will be provided for any complete months not used.

10. Some program of activities may charge a non-refundable start-up or administration fee to guarantee placement or to cover incremental upfront cost for the program. These fees shall not be refunded except in exceptional circumstances. It must be clearly explained to parents at the time of registration if any non-refundable costs are included in the activity.
11. Parents may request a refund by contacting their School Administration Office or the individual responsible for the program. The refund will be processed at the School Level or at the District Level depending on how the fee was paid initially. Refunds for activities that are cancelled will be processed automatically without the need for parents to make a request.

Payment and Cash Handling

12. Fees must be paid to the School or the District. Fees cannot be made payable to a School Council, a Society, a parent or a staff member. A Society, School Council, parent or staff member cannot deposit to their bank account any District or School fees.
13. As much as possible, fees will be collected through the District online payment system and deposited electronically to the school/district bank account.
14. Where payment is made in cash:
 - a. all monies collected at the school shall not leave the school except for the sole purpose of depositing them in the bank account;
 - b. monies cannot be removed from the premises for the purpose of counting;
 - c. For the protection of staff and volunteers, and for double verification of funds, monies are to be counted with a minimum of two individuals present;
 - d. School shall not use the cash collected from fee and pay for expenses directly. All fees collected must be deposited in the school bank account;
 - e. No expenses shall be paid in cash. All monies shall be deposited regularly;
 - f. The duties of preparing and making the deposit must be separated, so that the same person does not undertake both tasks; and
 - g. Monies shall be deposited when funds in the school equal \$500 or, if there is less than \$500; deposits shall be made at least once a week.
15. Schools cannot issue tax receipts for "fees for service". A fee shall not be treated as a donation, nor shall a tax receipt be issued under the guise of a fee being a donation. Requests for donations shall not appear on school fee invoices. Donations must be given with no expectation

Financial Reporting

16. Fees are expected to be collected on a cost recovery basis. Surpluses exceeding 5% of fees collected require prior written approval from the Associate Superintendent Business and Finance. Plans for use of fee surpluses are to be documented with School Council and are to meet all other fee guidelines.
17. All schools will prepare a financial report annually showing all money collected as fees and how the money was spent. The report will be presented to the School Council for review and then publish on the school web site of anything in return.

Disputes Resolution and Concerns

18. Dispute resolution regarding the interpretation and application of this Administrative Procedure will be subject to the Dispute Resolution procedure outlined in AP 152 (*Dispute Resolution Regarding Student Matters*).

Fees Schedule

19. The approved fees in effect for School Year 2018/2019 are published as “Schedule A”. It lists the maximum amount than can be charged by individual school.
20. School Principals, in consultation with their School Council, may authorize fundraising activities to take place to offset the cost of activities to reduce or eliminate the need to charge a fee for a specific activity or item provided by the school.

Approval Date: June 30, 2017

References: Bill 1 - An Act to Reduce School Fees Regulation to Bill 1
Section 18, 20, 21, 60, 61, 96, 113, 116, 117 School Act
AP 152 – Dispute Resolution Regarding Student Matters
AP 560 - Transportation

**AP 505: Schedule A - School and Transportation Fees Schedule
School Year 2018/2019**

| | |
|---|------------------------------|
| Transportation - Non-Eligible riders | \$ 350 per School Year |
| Optional Full Day Kindergarten | \$200 per month |
| High School Sports Academy Tier 1 - Hockey/Baseball/Soccer/Swim/Cheer | \$ 1,400 per semester |
| High School Sports Academy Tier 2 - Martial Arts | \$ 850 per semester |
| High School Sports Academy Tier 3 - Golf | \$ 800 per semester |
| High School Sports Academy Tier 4 - Basketball/Volleyball/Football | \$ 700 per semester |
| High School Sports Academy Tier 5 - Dance | \$ 300 per semester |
| Graduation Retreat | \$ 150 per year |
| Robotics VEX Team | \$ 100 per out of town event |
| Robotics FRC Competition (Travel) | \$ 200 per out of town event |
| Skills Competition - Level 1 | \$ 150 per out of town event |
| Skills Competition - Level 2 (GETT / Future Competitors) | \$ 175 per out of town event |
| Aboriginal Entrepreneurship Trip | \$ 150 per trip |
| ASLC Conference | \$ 200 per conference |
| Seeds Foundation Conference | \$ 250 per conference |
| Choir Provincials | \$ 60 per event |
| Cheer Provincials - | \$ 360 per event |
| Student Leadership Conference | \$ 250 per conference |
| Band Trip to Camp Nakamun | \$ 295 per Camp |
| DELFL French Immersion Exam | \$ 25 per exam |
| Varsity Sport Team - Tier 1 (Sr Basketball Boys) | \$ 600 per year |
| Varsity Sport Team - Tier 2 (Sr Basketball/Volleyball) | \$ 500 per year |
| Varsity Sport Team - Tier 2 (Sr Basketball) | \$ 450 per year |
| Varsity Sport Team - Tier 3 (Sr Volleyball) | \$ 335 per year |
| Varsity Sport Team - Tier 4 (Jr Basketball) | \$ 175 per year |
| Varsity Sport Team - Tier 5 (Badminton) | \$ 200 per year |
| Varsity Sport Team - Tier 5 (Rugby) | \$ 150 per year |
| Track & Fields Zones | \$ 100 per event |
| Ski Days (Local) | \$ 25 per event |
| Travel Club | Depends on event |
| Graduation Fee | \$ 250 |
| HS Student Union Fees | \$ 35 |
| Choir Competition - Elementary Schools | \$ 50 per event |
| Recorders Purchase | 12 |
| Graphing Calculators (HS) | \$ 184 |
| Chrome Book Purchase | \$ 285 |

CONFIDENTIAL



APPLICATION FOR DISCOUNTED SCHOOL FEES

The information provided in this document is strictly confidential. It is collected only to determine eligibility for a reduction in school related fees. The form and its content will not be placed on the any student records and will not be shared with any member of the instructional staff.

Parents/Guardians of students attending Fort McMurray Catholic Schools may be eligible for a discount on their school related fees. Eligibility is based on recognized economic indicators such as Core Need Income Thresholds (CNIT), the number of dependent children and eligibility for other provincial income support program.

The School Principal is the approving authority for fee discounts in accordance with the Board policies and guidelines. Any fee reduction is funded from the local school budget.

Discounts may only be authorized for mandatory fees required for school supplies and material and transportation. Discounted rates are not available for optional activities and programs.

| Parent/Guardian (or student if over 18 or an independent student) | | | | | |
|---|------|-------------|----------|----------------|--------------|
| Last Name | | First Name | | Home Phone # | |
| Address | City | | Province | | Work Phone # |
| E-Mail | | Postal Code | | Mobile Phone # | |

| Name of Students attending Fort McMurray Catholic Schools | | | | Applicable Fees | |
|---|------------|-------|------------------|-----------------|-----------|
| Last Name | First Name | Grade | School attending | Supplies | Transport |
| | | | | | |
| | | | | | |
| | | | | | |

| Financial Information to determine eligibility | | | | | |
|--|--|-----------------------------|-----------------------|---|--|
| | Employment Status (Put "X" in applicable box below) | | | Current Annual estimated Gross Salary | Total Income reported on last Income Tax Return |
| | Full Time | Part Time or Seasonal | No paid Employment | | |
| Parent/Guardian #1 | | | | \$ | \$ |
| Parent/Guardian #2 | | | | \$ | \$ |
| Total Household Annual Income | | | | \$ | \$ |

Number of dependent children: _____

Are you in receipt of:

| Program | Yes | No |
|--|-----|----|
| Assured Income for the Severely Handicapped (AISH) | | |
| Alberta Income Support | | |
| Child Support/Alimony | | |
| WCB | | |

Comments/Additional information by applicant

DECLARATION AND ACKNOWLEDGEMENT

I declare that the information on this application is true and complete. The information describes the financial and household situation for my spouse/partner, my dependents and me.

I understand that I must notify the school administration if there are any changes in my employment status or income level during the school year.

Signature

Date

For School Principal only

Approved: _____

Denied: _____

Discount percent: _____

Date: _____

Initials: _____

Comments: _____