

Administrative Procedure 505

SCHOOL FEES

Background

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

- a. comply with the Education 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 Education 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 school 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 Division'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.
- 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 Division. 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 Division or School fees.
13. As much as possible, fees will be collected through the School Division's online payment system and deposited electronically to the school/division 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 2020/2021 are published as "Schedule A". It lists the maximum amount that 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
Last Revision: June 30, 2020

References: Alberta Education Act, Section 57
School Fees Regulation 95/2019
AP 152 – Dispute Resolution Regarding Student Matters
AP 560 - Transportation

Schedule A
2020/2021 School and Transportation Fees Schedule

Transportation - All riders except students requiring Specialized Transportation	\$ 410 per School Year
Alternative Program Fees - Academies	
Trappers Academy - Hockey/Baseball/Swim/Cheer	\$ 1,400 per year
Trappers Academy - Martial Arts (Gr 7-12)	\$ 850 per year
Trappers Academy - Basketball & Volleyball (Gr 7-9)	\$ 700 per year
Trappers Academy – Badminton & Soccer (Gr 7-12)	\$ 350 per year
Holy Trinity Sports Academies - Basketball/Volleyball/Football/Badminton/Dance	\$ 350 per semester
Holy Trinity Performing Arts Academy – Theatre/Jazz Band	No fee
Extracurricular Fees	
Graduation Retreat	\$ 150
Track & Fields Zones	\$ 100
Cheer Provincials -	\$ 360
Varsity Sport Team - Tier 1	\$ 600
Varsity Sport Team - Tier 2	\$ 500
Varsity Sport Team - Tier 3	\$ 400
Varsity Sport Team - Tier 4	\$ 300
Varsity Sport Team - Tier 5	\$ 200
Ski Days (Local)	\$ 25
Activity Fees	
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	\$ 200
Student Conferences Out of Town (Leadership/SEEDS/Others)	\$ 200
Seeds Foundation Conference	\$ 250
Choir Provincials	\$ 60
Choir Competition - Elementary Schools	\$ 50
Band Trip to Camp Nakamun	\$ 300
DELF French Immersion Exam	\$ 25
Non Curricular goods and services	
Graduation Fee	\$ 250
High School Student Union Fees	\$ 35
Recorders Purchase	\$ 12
Sale of Graphing Calculators (HS)	\$ 184
Out of School Care Program	See OSC Fees Schedule

Application for Reduction of School Fees

Parents/Guardians of students attending Fort McMurray Catholic Schools may be eligible for a reduction of 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 Board policies and guidelines. Any fee reduction is funded from the local school budget.

*Applications will **NOT** be considered for activities or programs eligible for support under the Child Care Subsidy Program, Wood Buffalo Kids Sport, the Canadian Tire™ Jumpstart Programs or for optional activities where fundraising opportunities are provided.*

Parent of Guardian Information (or student if over 18 or an independent student)				
Last Name		First Name		Primary Phone #
Address	City	Province	Postal Code	E-Mail
Number of Children in the Home		Number of Adults in the Home		

Name of Students attending Fort McMurray Catholic Schools				Applicable Fees
Last Name	First Name	Grade	School attending	

Financial Information to determine eligibility					
	Current Employment Status (Put "X" in applicable box below)			Current Year	Last Taxation Year
	Full Time	Part Time or Seasonal	No paid Employment	Estimated Gross Income	Gross Income as per Line 150 of CRA Notice of Assessment
Parent/Guardian #1				\$	\$
Parent/Guardian #2				\$	\$
Total Household Annual Income				\$	\$

Attach a copy of at least ONE of the following documents:

Alberta Child Health Benefits	AISH	Employment Insurance Stub
3 Consecutive & Recent Pay Stubs	Notice of Assessment for each adult from most recent tax year (CRA)	

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 on income level during the school year.

Signature

Date

For School Principal only

Eligibility: YES NO

Approved: _____

Denied: _____

Discount percent: _____

Revised Fee Amount: _____

Date: _____

Initials: _____

Comments: _____

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 stored in any individual student records and will not be shared with any member of the instructional staff.

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