

STUDENT FEES

Background

The District is committed to providing a broad range of educational programs and opportunities for students free of charge consistent with the School Act, regulations and ministerial orders. The District may charge a fee for goods and services associated with enrichment activities, courses, or programs. When a fee is charged, the intent is to assist in recovering costs without realizing any profit. Every effort shall be made to keep fees to a minimum.

The purpose of this Administrative Procedure is to clarify those programs, resources and services that are free of charge and also to outline the fees and deposits that the District may charge. The subsequent Administrative Procedure also provides a fee waiver process to support families who experience financial hardship with the goal of supporting equal access to all educational programs and opportunities for students.

Students who are school-aged, resident in British Columbia and enrolled in an educational program at a school operated by the District will be provided free of charge with the following:

- Instruction in an educational program sufficient to meet general graduation requirements;
- Instruction in an educational program after the student has met the general requirements for graduation;
- Educational resource materials necessary for participation in an educational program.

The District may charge fees for the goods and services as indicated in the procedures which follow.

The District may waive all or part of a student's fees, or provide an alternative option, where the Principal determines that the payment of fees will cause financial hardship to a student's family.

Procedures

1. Guiding Principles

- 1.1. There will be no course fees for any Ministry authorized curriculum.
- 1.2. Schools fees shall not become a barrier to student participation in required activities or programs.
- 1.3. All fees shall be kept as low as possible, and be consistent with the needs of the programs.
- 1.4. Each Principal is expected to make every effort to keep requests for supplies to a minimum, and shall provide guidance in the selection of the most useful and economical materials.
- 1.5. School fees at each level are to be as standardized as possible.
- 1.6. Each Principal shall have written school based fee waiver

2. The District will not charge fees for:
 - 2.1. Materials and equipment necessary to meet the learning outcomes or assessment requirements of an educational program provided by the District; and/or
 - 2.2. Field trips where attendance is mandatory and/or assessment will take place.
3. The District may charge fees for:
 - 3.1. Materials and equipment of a nature, or of a quality or quantity, beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the District;
 - 3.2. Paper, writing tools, calculators other than graphical calculators, student's planners, exercise books, computer storage media and other school supplies and equipment for a student's personal use;
 - 3.3. The payment of expenses, including expenses for transportation, accommodation, meals, entrance fees and equipment rentals in respect of optional field trips or special events that are not necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the District;
 - 3.4. The purchase or rental of a musical instrument for the student's personal use with regard to students participating in, as part of an educational program:
 - 3.4.1. A music class, course or program, or
 - 3.4.2. A fine arts class, course or program with a music component;
 - 3.5. The purchase or rental of tools, equipment and materials necessary for the student's participation in a trades program;
 - 3.6. Materials that are used in goods that are intended for students to take home for personal use or as a gift;
 - 3.7. Certain school courses and programs offered to provide students the opportunity to acquire certification in such areas as First Aid, CPR, Food Safe, and Boat Safety. These certifications are not curriculum requirements and student participation is optional. Students will be charged a fee to cover the cost of the program delivery and certification process if they choose to obtain it;
 - 3.8. Specialty academies;
 - 3.9. In all cases, consideration is to be given to facilitation of participation by students who would otherwise be excluded due to financial hardship.
4. The District may:
 - 4.1. Require a student to provide his or her own tools, equipment, and materials necessary for the student's participation in a trades program;
 - 4.2. Require a student to provide his or her own musical instrument with regard to students participating in, as part of an educational program:
 - 4.2.1. A music class, course or program, or
 - 4.2.2. A fine arts class, course or program with a music component.
5. The District expects that students will attend school with appropriate personal clothing for school activities such as gym strip, footwear, outerwear, and personal safety equipment.

6. The District may require deposits for educational resource materials, such as textbooks, novels, and other resource materials. The District will refund all or part of the deposit to the student upon return of the educational resource materials. Students will be advised of the terms of the deposit at the time the deposit is required. Deposits are subject to the hardship procedures outlined below.

7. Fees and Deposits:

- 7.1. The Secretary-Treasurer shall assume responsibility for ensuring that fees and deposits are annually reviewed and reported to the Superintendent.
- 7.2. The District shall publish a schedule of the fees to be charged and the deposits required and make that schedule available to students and their parents before the beginning of the school year.
- 7.3. In setting the schedule of fees and deposits, every reasonable effort will be made to ensure that the fees and deposits are:
 - 7.3.1. In keeping with District-wide guidelines;
 - 7.3.2. Based on the recovery of actual additional costs to the school; and
 - 7.3.3. Kept to a minimum cost.

8. Deposits for Musical Instruments

- 8.1. Students in a band program may opt to use one of the school instruments for a refundable deposit or they may use their own instrument or a rental music instrument from a commercial provider at their own cost.

9. Fees for Trips

- 9.1. The District will not charge fees where participation in a field trip is mandatory or where participation is necessary in order for the student to meet the learning outcomes or assessment requirements of a course.
- 9.2. The District may charge fees for optional field trips that enhance and add value to a student's learning experience but are not essential to the learning outcomes.
- 9.3. Extra-curricular trips or activities are not considered part of the educational program and do not relate to specific learning outcomes. Consequently, fees, which are limited to expenses, may be charged.

Reference: Section 20, 22, 65, 82, 82.1, 82.2, 82.3, 82.4, 85 School Act
Ministerial Order 236/07

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