



SCHOOL FEES

Background

Golden Hills School Division believes that all students should have access to education at the lowest possible cost to the students. Golden Hills School Division may charge a student's parent any fees or costs for resources related to instruction, subject to the prohibitions and restrictions in the Education Act and the School Fees and Costs Regulation.

Guidelines - Golden Hills schools will ensure the following:

1. A fee schedule with specific fees for each school posted on each school website;
2. Consultation that includes school administration, staff, school councils and parents prior to establishing, increasing or decreasing fees;
3. Schools demonstrate the need to charge a fee and ensure the fees are only used for the purpose for which they were collected and are directly related to the cost of resources provided to the students;
4. A notification process for options to have the fee waived, if financial circumstances warrant.
5. A dispute process to allow resolution.
6. Proper accounting for all school fees through the school generated accounting system.

Resource Fees - There will be no charge for any fees or costs for textbooks, workbooks, photocopying, printing or paper supplies – often referred to as Supply Fees.

The following fees may be charged, if applicable, as part of the School Fees and Costs Regulation:

Enhanced Course Fees – These fees would include the services, supports and materials that are not required to meet core learning outcomes at a basic level but that are provided to enhance the student's learning opportunities.

Examples include: Field trips, programs of choice, options programming.

Non-curricular fees – These fees would include option activities or materials outside of the educational mandate of the jurisdiction.

Examples include: Sports teams, clubs, agendas, lockers, school supplies and extended non-curricular trips.

Alternative Program fees – These fees include optional programs such as faith-based, Montessori or sports programs that parents choose for their children.

Procedures

1. Any fee(s) charged for courses/options must be approved by the Superintendent prior to the school year in which they will be charged. A complete schedule of all fees and amounts must be submitted by the school with the spring budget submission to the Secretary Treasurer, for board approval and for further review and subsequent approval by the Minister of Education.
2. New fees added during the school year that have not been previously approved or existing fees that are being proposed for an increase of 5% or more, must receive written Ministerial approval prior to implementation.

3. The principal may assign fees for non-curricular program or travel; these fees do not require Ministerial approval.
4. The principal is responsible for publishing a complete list of all approved fees on the school website. A link to that fee list will be provided to the Secretary Treasurer.
5. The principal is responsible for the collection of fees and issuance of receipts to the students or parents.
6. Fees must be used for the stated purpose. Unused fees can be carried over to the next year or used for another purpose if specifically stated to the parents prior to being charged. Unused fees or withdrawal from program or service shall be refunded to the parents or students who paid them.
7. Students must return all textbooks and loaned resources or equipment at the end of the school semester or term in order to avoid charges.
8. Textbooks or other items that are lost, damaged or destroyed by a student must be paid for by the student or parent. The charge will be based on the condition of the textbook or other item at the time of issue to the student and recommendations by the principal.
9. If financial circumstances warrant, a parent may apply annually to the Principal to have some or all of their fees waived (Form 505-1). Schools shall inform parents of this process.
10. Parents who are declined a waiver of their fees by the Principal may appeal that decision to the Superintendent. All appeals must be received within 14 days of notification that the request has been denied.

Reference: *Section 57 Education Act*
School Fees and Costs Regulation - Ministerial Order (#029/2019)