


Administrative Procedures 505		
School Fees		
		Adopted: January 24, 2012 Amended: October 1, 2015
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 110, 278, 279, 281, 282 	Internal References: <ul style="list-style-type: none"> • AP 505 School Fees – Appendix A – Sample School Fee Schedule • AP 548 Community Use of School Facilities

Background

The Board recognizes that it may be necessary for schools to establish a fee schedule for specific courses or school-related activities, projects or items. In adhering to the commitment that education is free and available as a matter of right, fees should be kept as low as possible and the following procedures should be followed in the setting of fees.

Procedures


1. General
 - 1.1 Fees are to be collected and administered through the school business office.
 - 1.2 The principal is to submit an annual accounting of all school fees and funds to the Superintendent of Business by June 30th.

2. School Fee Schedule
 - 2.1 The principal is responsible for establishing a School Fee Schedule for the ensuing school year for Superintendent of Business approval prior to May 30 of each year. Refer to Administrative Procedures 505 School Fees – Appendix A – Sample School Fee Schedule.
 - 2.2 Fees may be levied for the following programs and services:
 - 2.1.1 Locks and lockers.
 - 2.1.2 Practical and Applied Arts projects – beyond basic project.
 - 2.1.3 Rental of musical instruments – for non-compulsory grades.
 - 2.1.4 Extra-curricular programs.
 - 2.1.5 Student materials.
 - 2.1.6 Student activities.
 - 2.1.7 Student trips.
 - 2.3 Conditions and instructions for the levying of any fee are to form part of a *School Fee Schedule*.
 - 2.4 Fees in the schedule are to be stated at maximum amounts per category.
 - 2.5 All fees must be equal to, or less than actual costs.
 - 2.6 Fees may be lowered or waived at the discretion of the principal.

3. School Community Councils are to review the list of school fees established by the principal to ensure community capacity.

Administrative Procedures 505 - Appendix A

Sample School Fee Schedule

		Adopted: June 28, 2011 Amended: August 7, 2012
	External References: <ul style="list-style-type: none"> Education Act: Sections 85, 87, 109, 110, 278, 279, 281, 282 	Internal References: <ul style="list-style-type: none"> AP 202 Purchase of Education Services AP 222 Instrumental Music (Band) Instruction AP 230 Distance Learning AP 261 Provincial Competition AP 270 Home-Based Education AP 505 School Fees AP 548 Community Use of School Facilities

The following guidelines apply to all fees at the school level:

Category	Details	Rate
A. Distance Learning – set and approved by Division		AP 230
Distance Learning Courses (school-based)	Course Approval by Principal and Superintendent	Division-based
Home Based Education (Recognized and approved by the Division)		AP 270
Distance Courses	Grades 10-12	Access Sun West Distance Learning Centre – Superintendent Approval
B. School Fee Schedule – Reviewed Annually by School Community Council		AP 505
School Yearbook		Cost
School Lock		Cost
PAA projects	Materials for take home projects above basic project	Cost
Curricular Band instruments	Rental/purchase from outside source above basic instrument	Cost
Extra-curricular activities Student Leadership Council (SLC)/ Student Representative Council (SRC)	Elementary/Middle (K-9)	\$10.00/student maximum \$50.00/family/school maximum
	Secondary (10-12)	\$20.00/student maximum \$50.00/family/school maximum
Curricular Events & Travel	Decentralized budget	Decentralized budget allocation
Extra-curricular Travel	Decentralized budget & user pay	Decentralized allocation determined at school Principal approved
Provincial competition/events	Board funded	According to guidelines
C. Rental Rates and Charges – Determined by School Community Council		AP 548
Educational or school related activities	Classroom or Gym	No charge
Local organizations and clubs (non profit)	Classroom or Gym	\$ 20/hour maximum \$ 50/half day maximum \$100/full day maximum
Local organizations and clubs (for profit or charging admission)	Classroom or Gym	\$ 30/hour maximum \$ 75/half day maximum \$ 150/full day maximum
Non-ratepayer organization	Classroom or gym	As determined at local level – community rental rates
Specialized equipment rental including computer lab access	Staff member present and responsible at activity	
**Caretaker support - to be determined through consultation with Principal as required		