



201.5AP Student Fees

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CROSS REFERENCE:

- [201.5AP Exhibit 1 Student Fee Waiver Application](#)
- [202.3AP – Appeals Concerning Student Matters](#)

BACKGROUND:

Consistent with the expectations outlined in the current Act, prior to the start of the school year, the Board of Trustees must establish and publish a school fee schedule, listing each school's fees/charges or deposits that may be charged. In addition, the Board of Trustees must account for fees collected and demonstrate that they have been used for the purpose that they are collected.

DEFINITIONS:

Basic School Materials (BSM) – These materials are the minimum required in order to meet the learner outcomes of any course offered in the school. This includes the basic materials associated with CTS, art, computers, consumables, physical education, agendas, student union, leadership, locks, lockers, textbooks, workbooks, photocopying, etc.

Charge for Optional Activities (COA) – This is a charge that is truly a choice. It would be predicated on the fact that participation in the activity is not a requirement in order for a student to be successful in his/her educational programming. This charge might include things like school yearbook, swimming lessons, extra-curricular teams, skiing, hockey academy ice charges, band instrument rental, field trips, etc.

Reimbursable Deposits (RD) – Deposits that are collected to ensure the return of materials on the completion of an offsite course. These deposits might include things like Lakeland College Caution Deposits, Students Online Deposits, etc.

1. BASIC SCHOOL MATERIALS (BSM)

- 1.1 No fee will be charged for the basic materials necessary to achieve the learner outcomes and attain the requirements of a high school diploma. The BSM does not include enhancements that might be chosen by student, in consultation with their parents/guardians, for projects that extend beyond the mandatory expectations of the curriculum.
- 1.2 Any potential costs to parents/guardians that extend beyond the BSM in the form of Charges for Optional Activities or Reimbursable Deposits will be indicated on the School's Fee Schedule. This fee schedule will be established through a consultative process that will include the School Council.
- 1.3 The School's Fee Schedule cannot exceed the maximum amounts indicated in the Buffalo Trail Public Schools, Board approved, annual fee schedule.

2. CHARGE FOR OPTIONAL ACTIVITIES

- 2.1 Charges shall be on a cost recovery basis only.
- 2.2 Charges shall be established by the school principal in consultation with staff, school council and students when appropriate.
- 2.3 This administrative procedure and the Board approved annual fee schedule is available on the BTPS website.
- 2.4 The School's Fee Schedule will be made available to students and parents/guardians prior to the start of the school year and available on the school website. Charges will not exceed the amounts indicated on the Board's approved annual Fee Schedule.
- 2.5 Charges will be invoiced and collected through the school generated funds account.
- 2.6 Charges may be waived by the school principal as outlined in Section 5.
- 2.7 Charges collected will be deposited to the school generated funds account.
- 2.8 The school will be responsible for reporting costs associated with the charge for optional activities.
- 2.9 Circumstances under which charges can be waived should demonstrate financial hardship.

3. REIMBURSABLE DEPOSITS

- 3.1 Reimbursable deposits are collected as security for materials, course completion or careful handling of equipment.
- 3.2 Reimbursable deposits shall be established by the school principal in consultation with staff, school council and students when appropriate.
- 3.3 Reimbursable deposits will not exceed the amounts indicated in the Board's approved Fee Schedule.
- 3.4 Reimbursable deposit information will be made available to students and parents/guardians prior to the start of the school year on the school website.
- 3.5 Reimbursable deposits will be invoiced and collected through the school generated funds account.
- 3.6 Upon the completion of the course and the return of materials in good condition, the reimbursable deposit will be fully refunded. The cost of any missing or damaged materials will be deducted from the deposit.
- 3.7 Deposits may be waived by the school principal as outlined in Section 9.

- 3.8 The school will be responsible for reporting costs associated with deposits.
- 3.9 This administrative procedure will be available on the BTPS website, so that parents/guardians and staff have information on the circumstances under which a reimbursable deposit can be waived.

PROCEDURES:

1. The Board will establish a consultative process that will provide opportunity for input from School Councils prior to setting the Fee Schedule. This consultation will include information on the proposed Fee Structure, any changes and the necessity for the charges.
2. The approved BTPS Fee Schedule will be available on the BTPS website at www.btps.ca prior to the start of the school year.
3. The School's Fee Schedule will be made available to students and parents/guardians prior to the start of the school year and be available on the school website. Charges will not exceed the amounts indicated on the Board's approved annual Fee Schedule.
4. Charges for optional activities and reimbursable deposits must be used for the purpose for which they are collected. Unless explicitly stated to Parents prior to the charge for optional activity or reimbursable deposit being charged that unused fees will be used for another purpose, the unused charge for optional activity or reimbursable deposit shall be refunded to the parents who paid them.
5. Should funds be collected, expenses are incurred, and a student does not participate in an optional activity, charges will not be reimbursed.
6. Parents/guardians will review the schedule and provide a signed acknowledgement that they have received and reviewed the School Fee Schedule. This process will be completed as soon as possible in the school year and must be completed by September 30th.
7. It is understood that fees/charges or deposits will be assessed in a timely manner throughout the school year and paid prior to the commencement of the activity.
8. Charges and reimbursable deposits can be waived as outlined in Section 9.

COLLECTION OF CHARGES FOR OPTIONAL ACTIVITIES AND REIMBURSABLE DEPOSITS

- 8.1 **Scope and Responsibility:** The collection of the charges for optional activities and reimbursable deposits is the responsibility of the school.
- 8.2 **Procedure:** The collection of Charges for Optional Activities and/or Reimbursable Deposits is the responsibility of the principal and will be managed according to the school generated funds manual.

9. WAIVING OF FEES/CHARGES/REIMBURSABLE DEPOSITS

- 9.1 This administrative procedure will be communicated to parents and staff at the beginning of the school year and available on the BTPS website, so that parents/guardians and staff have information on the circumstances under which a Fees/Charges/Reimbursable Deposits can be waived.
- 9.2 Parents/guardians must apply in writing for a waiver using Exhibit 1, Student Fees/Charges/Reimbursable Deposits Waiver Application.
- 9.3 Requests are approved by the school principal in consultation with the Secretary Treasurer.
- 9.4 Disputes regarding the fees or the waiver of fees can be addressed through 202.3AP – Appeals Concerning Student Matters.