

STUDENT FEES

Background

Certain fees may be charged to students in support of school programs, services and activities. Authorized fees shall be established yearly by the Board and provided to schools by May 30th (unless timeline disrupted by provincial requirements) in preparation for the following school year.

The Assistant Superintendent, Corporate Services is responsible for the administration of this administrative procedure.

Definitions

Basic Educational Services

The services, supports and materials required for a student to meet the core curricular outcomes at a basic level as defined in the Guide to Education. (Math, Science, Language Arts, Social Studies, Physical Education, Health, Art, Music). Examples of the basic level of service include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic educational content and photocopying.

Enhanced Educational Services

Services and materials that are not required to meet the core curricular outcomes at a basic level as defined in the Guide to Education but that are provided to enhance the student's learning opportunities. Examples include curricular field trips, programs of choice, cultural activities, student technology and options programming.

Extra-Curricular Services

Optional activities or materials outside of the educational mandate of the Division. Examples include events, sports teams, clubs, agendas, lockers, extended extra-curricular trips and other mandatory non-curricular materials.

Responsible Parties

The custodial parents/guardians of the student or the people whom a court order or written agreement designates responsibility for fees. In the absence of a court order or written agreement designating explicit responsibility for fees, responsibility shall be split evenly between custodial parents/guardians.

Procedures

1. The maintenance of a learning resources inventory is the responsibility of each Principal. Funds for learning resources replacement are distributed through the mini-budget based on September 30 enrolment counts.
2. Parents of senior high schools' students will be provided with an estimate of each student's

fees for the subsequent school year with the final report card. All other parents will be provided with a schedule of fees with the final report card (unless provincial requirements disrupt the process).

3. To inform parents of the requirement, a notice shall be circulated to homes indicating that all parents and/or guardians are to pay fees in accordance with these procedures for each student within thirty (30) school days of registration or beginning a course.
4. The Assistant Superintendent Corporate Services shall approve all reductions and waivers of fees through the Division's Fee Waiver Program.
5. The student is responsible for learning resources that have been lost or willfully destroyed. The charge shall be based upon the condition of the learning resource at the time of rental (new, good, fair), and upon the recommendation of the Principal.
6. Students transferring within the Division shall take their learning resources with them.
7. Transfers
 - 7.1 Students transferring out of the school shall turn in their learning resources to their classroom teacher and may claim a refund provided the following conditions have been met:
 - 7.1.1 The student is transferring out of the Division.
 - 7.1.2 The learning resources have all been returned in an acceptable condition.
 - 7.1.3 No charges are outstanding on the student's behalf.
 - 7.2 Upon transferring to another school within the Division, only the current year's receipt needs to be shown to the new receiving school in order to be supplied with the necessary learning resources.
 - 7.3 Full fees less ten percent (10%) for each month or to the nearest full month shall be refundable.
 - 7.3.1 No refunds shall be made after March 31 of any year.
 - 7.3.2 For semestered courses, full fees, less twenty percent (20%) for each month or to the nearest full month shall be refundable.
 - 7.3.3 No refunds shall be made after three (3) months have elapsed in a semestered course.
8. Students entering the Division after the school commencement date shall pay full fees if they enter in the months of September or October. For students entering after November 1, fees will be prorated on a monthly basis. Semestered courses in High School will be September/October for the fall semester and February/March for the second semester.
9. Principals shall submit names of parents who have not paid their student's fees by February 1st to the Division Office for collection. The principals shall have contacted the parents by letter at least twice (using a Division statement) informing them of the amount owing, prior to submitting to Division Office for collection.
10. Any new fees or increases to a fee by more than 5% shall be subject to Division Office and Ministerial approval prior to application, no new fees shall be added during the

school year.

11. Principals shall not assign additional fees to cover costs of Basic Educational Services or require parents to purchase supplies for Basic Education Services. All required supplies for Basic Education Services shall be provided by the school.
12. Subject to the permitted fees and maximums set by the Board-approved fee schedule, the Principal may assign other fees for specific optional school-related activities for Enhanced Educational Services on a cost-recovery basis. Prior to charging a fee for Enhanced Educational Services, the Principal must consult with School Council on the reason the fee is being charged, communicate the fee and what will be purchased with the fee to all affected Parents and receive approval from the Assistant Superintendent Corporate Affairs. Such fees may also need approval from the Minister of Education or designate. These fees will need to be approved prior to May 30th in the year preceding their introduction.
13. The Principal may assign other fees for specific optional school-related activities for extra-curricular services on a cost-recovery basis in consultation with the Parents of participating students. Principals shall not assign additional fees to cover costs of mandatory extra - curricular services and supplies.
14. Once approved, these fees shall be listed on the school's public website. Information required when listing the other fees includes:
 - 15.1 Fee amount;
 - 15.2 Criteria for charging the fee (i.e. course or grade level);
 - 15.3 What will be purchased using the fee;
 - 15.4 What will be done with unused funds; and,
 - 15.5 What school-generated funds project the fee goes to.
15. A student's educational experience shall not be negatively impacted by non-payment by parents. Only services related to programs of choice or extra-curricular services may be denied to students as a result of non-payment of fees.
16. Fees must be used for the purpose that was specified prior to being charged. Unless explicitly stated to parents/guardians prior to the fee being charged that unused fees will be used for another purpose, unused fees shall be refunded to the parents/guardians who paid them.
17. The Assistant Superintendent Corporate Services shall approve all reductions and waivers of fees through the Division's Fee Waiver Program (see Schedule B).
 - 17.1 The criteria and the application form for the Fee Waiver Program shall be posted on the Division's website
 - 17.2 Waivers shall be approved annually and must be reapplied for each year.
 - 17.3 The Principal shall ensure parents are informed annually of the Fee Waiver Program.
18. **Appeal Process** - Parents/students may appeal the decision of the Assistant Superintendent, Corporate Services by providing, in writing, their reasons for appeal to the Superintendent of Schools. The Superintendent will conduct a review and respond within four (4) weeks of receiving the appeal. The Superintendent's decision is final.

SUMMARY OF FEES

Common Fees

These fees include the provision of textbooks, other learning resources and materials, technology access and basic student accident insurance approved by the Division.

Grades 1 to 9	\$0
Senior High School: per semester	\$0
10 months	\$0
Grade 1-12 Additional Technology Fee (Band Width)	\$25.00

Program Fees

These fees may be charged to students and utilized by the school in support of programs. The cost of each fee is established by each school depending on the program provided. Schools shall only charge fees when they are providing additional materials that enhance program offerings and must consult with School Councils and have supported rationale for **ALL** fees. Fees are meant to cover costs and need to be spent specifically in the category they were implemented for. The following represent the types of courses that fees may be charged, course fees should only be charged on a cost recovery basis:

- Art – Middle School/Secondary
- Complementary Courses – Middle School/Jr. High
- Career & Technology Foundations (CTF) – Middle School/Jr. High
- Career & Technology Studies (CTS) – Sr. High
- Physical Education 10
- Physical Education 20
- Physical Education 30
- Culture Fee / Activity Fee

Students in CTS courses will have their basic materials covered within schools' budgets; enhanced projects or materials will be available based on a cost recovery basis.

Other Allowable Fees

These fees may be charged to students and retained by the school:

Locks up to		\$ 3.00
Student Council or Union	– Middle School/Jr. High	up to \$ 5.00
	– Senior High	up to \$ 8.00

Schools may also offer for sale at cost:

School Yearbook (Optional)
Gym Clothing* (Optional or Mandatory)
A Student Handbooks/Agendas/Visual Journals* (Optional or Mandatory)

*Schools who decide in concert with their School Councils to provide Student Handbooks (also called Visual Journals or Agendas) may require all students to purchase them at cost.

All other fees of a mandatory nature must have the prior approval of the Assistant Superintendent, Corporate Services.

Special Activities Fees

Where schools organize special events or activities of an optional nature which are not part of a regular course offering, fees may be charged to offset the costs. Examples are graduation trips/activities and ski trips. These fees are charged to the students and retained by the school. Prior to establishing such fees, schools are to consult with parents/guardians of students involved in such activities. Schools may choose to reduce or waive fees to ensure that no student is discriminated against participating on the basis of ability to pay.

Administrative Procedure 506 – Appendix B

Application for Waiver of Fees 2023 – 2024 School Year

Application Deadline: December 31, 2023

PLEASE READ ENTIRE APPLICATION PRIOR TO FILLING THE FORM and complete Section A **and** either B or C.

- 1) Waiver Covers Fees for: Course Fees, Technology Fees, Co-curricular Fees & Instructional Activities, Band Rental Fees - **ONLY** for those required to take band in the High Country Regional Instrumental Band Program OR the High River Regional Instrumental Band Program.
- 2) Waiver does NOT cover fees for: Ineligible Transportation, School of Choice, Program of Choice, Non-Resident, Extracurricular Activities, Lockers, Yearbooks or other miscellaneous fees.
- 3) Waivers will not be approved if any students in the family have outstanding fees from previous years. All books must be returned or paid for before the fee waiver can be approved.
- 4) Any previous year School Fees that you have paid will be refunded at your request to the school upon approval of this waiver form.

SECTION A: PARENT / GUARDIAN		
Last Name		First Name
Street Address		
Town	Province	Postal Code
Home Phone #	Business Phone #	Email
Number of People Residing in Household:	# of Adults	# of Children
Name of Child(ren) – Include all within the household		School(s) Attending
SECTION B: CONFIDENTIAL FINANCIAL INFORMATION: Please choose one of the following:		
<input type="checkbox"/> I have attached a copy of a 2020 Option C Form for All adults in the household. Option Cs may be obtained at no charge by calling the Canada Revenue Agency at 1-800-959-8281. Please do NOT send Notice of Assessment		
<input type="checkbox"/> I have attached a copy of an August or later Social Services Healthy Benefits Card (must list the students as your dependents).		
<input type="checkbox"/> I have attached a copy of my Alberta Works Health Benefit Card with proof of eligibility letter (must list the students as dependents).		
<input type="checkbox"/> I am an independent student and have attached the Declaration of Independence form signed by a school administrator/counsellor.		
SECTION C: Exceptional Circumstances: Please refer to information below.		
<input type="checkbox"/> My circumstances are exceptional, and I have provided the necessary documents as outlined on this form.		

I certify that the information provided on this application and in any of the attached documents are correct and complete. I also understand that the financial and other information is confidential.

Signature of Parent / Guardian

Signature of School Administrator

Date

Application for Waiver of Fees (continued)

Exceptional Circumstances

Check Section C above if there are exceptional circumstances that are affecting your ability to pay your fee(s). In order to be considered for exceptional circumstances all of the following criteria must be met:

- 1) Provide a detailed letter explaining your circumstances.
- 2) Attach supporting documents that substantiate your claim such as the following:
 - Photocopies of your current reporting card and cheque stub for Employment Insurance Benefits (names and amount received must be visible)
 - Letter from your present employer stating your current gross income
 - Letter from school/university you are attending full time or a photocopy of your student loan
 - A current statement from Social Services certifying that the applicant is on social assistance and the student(s) is/are dependent(s) of the applicant
 - Resettlement assistance program documents
- 3) Waiver must also be signed by Principal(s) of your child(ren)'s school(s).
- 4) Decisions rest with the Assistant Superintendent, Corporate Services.
- 5) Appeals may be made to the Superintendent of Schools as per AP506 – 18.

The following chart of family income levels outlines how the waiver of fees will be determined for the 2021-2022 school year:

# of Adults and Children per Household	100% Waiver	50% Waiver
1 person	<\$21,960	\$21,960 - \$29,280
2 persons	<\$27,338	\$27,338 - \$36,450
3 persons	<\$33,608	\$33,608 - \$44,810
4 persons	<\$40,806	\$40,806 - \$54,408
5 persons	<\$46,282	\$46,282 - \$61,709
6 persons	<\$52,198	\$52,198 - \$69,597
7 or more persons	<\$58,115	\$58,115 - \$77,486

Statistics Canada information used as a guideline

Sign and mail the completed application form with supporting document(s) to:

Foothills School Division,
Assistant Superintendent, Corporate Services,
PO Box 5700,
Suite 300, 129 4th Ave SW, High River, AB., T1V 1M7

- Please include an email address to receive notification of approval.
- You are liable for your school fees until such time that you have been contacted by our office with an approval notification.
- We will endeavor to process your fee waiver within 3 weeks of the receipt date. If you have submitted a fee waiver request and have not heard back after 3 weeks, please contact our office at 403-652-3001