



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURES

### STUDENT FEES (Policy Statement: Student Fees)

#### Purpose

To outline a framework and criteria for schools and school communities to establish and collect student fees in accordance with the Education Act.

#### References

*Education Act Section 32 (1) Right to Attend without Payment of a Fee*  
*Section 170 Duties of Boards: Provide Textbooks without Charge*  
*Fees for Learning Materials and Activities Guideline*

#### Procedures

##### **1. Applicability**

The fees discussed in this administrative procedure are fees other than tuition fees for visa students, international students, First Nations students attending pursuant to a tuition agreement and adult or continuing education students. These procedures do not apply to fees for early learning programs offered outside of the regular school day or other before or after school programs.

##### **2. Definitions**

###### **2.1 Qualified Resident Students**

Students enrolled by a board who are otherwise qualified to attend except as to residence.

###### **2.2 Student Activity Fees**

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extracurricular activities, school dances, or theme days.

###### **2.3 Enhanced Programming and Materials**

Enhanced programming and materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course. For example, in some performance and production courses (for example, music, woodworking), students may wish to use a superior product or consumable

than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade.

**2.4 Optional Programming**

Optional programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum. Examples include the International Baccalaureate program or Hockey Canada Skills Academy.

**2.5 Co-curricular Activities**

Activities or materials related to the regular day school program.

**2.6 Extra-curricular Activities**

Activities or materials occurring outside of the regular day school.

**3. Procedures**

**3.1 General**

For qualified resident pupils of the board, no fees will be charged for learning materials or equipment necessary to meet the curricular requirements of the day school program.

**3.2 Criteria for Eligible Student Fees**

Fees may be appropriate in cases where schools choose to offer enhancements, supplementary learning materials or activities beyond the core curriculum. When determining whether fee charges may be appropriate, the following criteria may be considered.

A fee charge shall be permissible for an activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary, and alternatives are offered;
- Non-essential or extracurricular in nature and is not required for graduation by an individual student; or
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.
- Reasonable and reflects the actual cost of the goods or services provided to the student.

**3.3 For greater clarity, if the student is in the regular day school program:**

**3.3.1** Enhanced programming and material fees may be charged where the student chooses voluntary enrichments or upgrades to the material or where purchasing the material is optional. Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade and are to be provided at no cost.

**3.3.2** Fees may not be charged for the use of a textbook or a workbook used as a textbook. The student shall not write in a textbook or workbook and the textbook or workbook shall be returned at the end of the school year or semester. Where schools chose to make an optional purchase plan available, students may purchase and retain workbooks for their personal use at their discretion.

- 3.3.3 All field trips for which there is a cost must be optional to a course. Where the student chooses not to participate in an optional field trip, alternative assignments must be provided in order for the student to meet the expectations of the course.
- 3.3.4 Student activity fees may be requested to subsidize the cost of student agendas, yearbooks, extra-curricular activities, optional field trips, school dances or theme days. These fees are voluntary, and may vary from school to school.
- 3.3.5 Cash textbook deposits may not be collected. The school may charge fees for the replacement or repair of textbooks, workbooks, library material and other loaned materials and equipment if said loaned material is not returned or is returned in damaged condition. The fee may not exceed the replacement or repair cost, as appropriate.
- 3.4 **Approval of Optional Program Fees**  
All Optional Program fees must be approved by Administrative Council in advance of publishing or collecting said fees.
- 3.5 **Inclusive Education**
- 3.5.1 Schools will develop strategies to recognize and reduce barriers to participation and work to effectively include all students in programs and activities.
- 3.5.2 Schools will develop fee collection methods that afford reasonable expectations of privacy for students and parents, and develop and communicate clearly a practice for the discreet identification of students/parents who may be experiencing financial hardship.
- 3.6 **Fee Schedules**
- 3.6.1 Each school will develop a Fee Schedule to be updated annually in advance of the school year prior to any fees being charged or collected.
- 3.6.2 Members of the school community should be consulted in the development of a school's Fee Schedule and be made aware of the use of student fees.
- 3.6.3 Fee Schedules should include, at a minimum, the following items:
- An itemized list of fees that states the rationale and purpose of each fee; and
  - Information about the process to confidentially address financial hardship.
- 3.6.4 Each school's draft Fee Schedule will be sent to the Superintendent of School Effectiveness no later than November 1<sup>st</sup> each year for the following school year prior to publishing or collecting any student fees. Administrative Council will approve all Fee Schedules.
- 3.6.5 Fee schedules for the upcoming year should be made widely available to the school community using the most appropriate communication tool as determined by the school.

**Appendices**

**Forms**

**Associated Documents**

Fees for Learning Materials and Activities Guideline

Approved: September 27, 2011

Reviewed: November 8, 2016