

STUDENT FEES

Belief

The Division, parents and independent students have shared responsibility for the costs of instructional supplies, materials, off-site activities and transportation.

Guidelines

1. Division students shall have access to reasonably priced, appropriate and consistent instructional supplies and materials.
2. Fees charged to parents and independent students will be transparent and will not exceed the actual cost of providing supplies and services.
3. There are three main categories of fees;
 - 3.1 Fees for enhanced educational services – services, supports and materials that are not required to meet the core learning outcomes at a basic level but that are provided to enhance the student’s learning opportunities. Approved by the School Principal in consultation with the school community.
 - 3.2 Fees for non-curricular services – optional activities or materials outside the educational mandate of the jurisdiction. Approved by the School Principal in consultation with the school community.
 - 3.3 Transportation fees – assessed for transportation services provided to students who do not qualify for government funding.
4. The Board shall annually approve Student Fees for and transportation services.
(Form 505-1 Board Approved Fees)
5. The Principal may charge fees for enhanced educational services and non-curricular services. Fees shall be determined in consultation with the school’s parent council and all fees for enhanced and non-curricular services shall be listed on the school’s public website. Information required when listing fees includes:
 - 5.1 Fee amount
 - 5.2 Criteria for charging the fee(i.e. activity participation)
 - 5.3 What will be purchased using the fee; and,
 - 5.4 Which school generated fund project the fee will be charged.

6. A Principal may charge a student fee to pay the costs of participating in an off-site activity in an amount up to but not exceeding the per student cost of the activity.
 - 6.1 Student fees for educational based off-site activities will not include the cost of transportation.
 - 6.2 Student fees for non-curricular off-sites activities may include the cost of transportation.
7. No student will be denied access to instructional supplies, materials or educational based off-site activities due to an inability to pay for enhanced instructional services.
8. No Student Fee refunds will be issued for amounts less than \$10.00. Credit balances of under \$10.00 can be transferred to another family member within the Division or can be left on the students account and applied to the following school year.
9. A Principal will issue refunds where Students Fees were charged for enhanced educational services and non-curricular activities when the related expenses are significantly less than anticipated. An exception may be when the fees for these types of services and activities include a portion that will be used to offset the cost of planned future expenditures.
10. Student Fees assessed for enhanced education and transportation services may be reduced or waived. Non-curricular fees will not be reduced or waived with the exception of student insurance, locker rentals and student union fees.
11. The Associate Superintendent, Business shall approve all reductions and waivers of fees. (Form 505-2 Waiver of Student and Transportation Fees Application)
12. The Associate Superintendent, Business may pursue delinquent accounts after the Principal has made all reasonable attempts to collect fees.

Reference: Section 60, 61, School Act
WRPS Financial Procedures Handbook