

## **SCHOOL AND TRANSPORTATION FEES**

### **Background**

All students are to have access to the education prescribed by the Minister at the lowest possible cost to the students. While the Division has the power to levy fees under section 57 of the Education Act, these fees must reflect the needs of the school and community. The Division recognizes that educational programs help define what is unique, valuable and attractive about a school within its community. While some costs must be recovered, the recovery must be done in a way that resultant fees do not form an impediment to any student acquiring the education they desire and that such fees do not become a burden on parents. The Division, therefore, authorizes the collection of Program and Non-Program Fees, as reviewed and approved by the Office of the Superintendent and submitted for a final approval by the Ministry of Education as per the School Fees Regulation. The School Fees Regulation now prohibits the Division from charging Instructional Material Fees.

The Division collects fees to help address transportation costs for GYPSD families who are not eligible for transportation, who wish to attend a school other than their designated school or attend a different school jurisdiction, and/or who wish to reserve a second seat on another bus. All transportation fees are set annually by the Board prior to the commencement of the school year as identified in Policy 17 - Appendix A. As per the Education Act and School Transportation Regulation, school boards are not obligated to provide transportation services to students attending a school of choice, nor for students who reside less than 2.4 kilometers from their designated school. Therefore, the Board will retain its ability to charge transportation fees in such situations.

### **Procedures**

1. All students in the Division will be assessed Program and Non-Program fees as per the needs of the schools.
  - 1.1 The Program and Non-Program fees are subject to the following provisions:
    - 1.1.1 To support parents who encounter financial hardship, the Division can reduce the fees required.
      - 1.1.1.1 All Program and Non-Program fees permitted under this Administrative Procedure may be reduced upon confidential application (Form 505-04) to the Secretary-Treasurer, with documentation demonstrating financial difficulty.
      - 1.1.1.2 Reduction will be pro-rated based on the prior year's total taxable household income which falls within plus or minus ten percent ( $\pm 10\%$ ) of the Statistics Canada Low Income Cut-off for five (5) person households in urban areas under 30,000 people.
      - 1.1.1.3 Fees will be waived for families that cannot afford to pay them. No student will be prevented from participation because of the inability to pay a fee.

- 1.1.2 When a student transfers to another school authority during the school year, the principal will reimburse any unused fees that were paid as identified under clause 3.1.
    - 1.1.3 Non-program fees identified in clause 4.1:
      - 1.1.3.1 Are not refundable where a service has been performed or a product has been received; and
      - 1.1.3.2 Will be refunded on a pro-rated basis, to a student who transfers to another school authority during the school year, where the activity covered by the fee extends over a period of time and where the student is present only for a portion of that time.
  - 1.2 The principal will ensure that the Division identified fees are remitted to the Secretary-Treasurer on a monthly basis.
  - 1.3 The principal will ensure that a fee reconciliation is remitted to the Division office on a monthly basis.
  - 1.4 Fee refunding requests will be addressed in writing to the office of the school the student attends and the refund will be processed in a timely manner by that office. In a case of dispute or concern regarding the fee refund, the Division's administrative procedures and Board Policy 13 – Appeals and Hearings Regarding Student Matters will be followed.
2. The School Fees Regulation funding entitles a student to receive all the basic instructional materials required for the program and courses in which he/she is enrolled.
  - 2.1 Basic instructional materials are defined as materials required for any course that is introductory in nature. It is expected that basic funding will cover these costs.
    - 2.1.1 These include but are not limited to teaching the programs of study in traditional junior high industrial arts/fabrication and design and home economics/ foods/fashion courses.
    - 2.1.2 At the senior high level, basic instructional materials include those materials that are used to teach the programs of study in all courses.
  - 2.2 Non-basic instructional materials are those materials and/or courses that would not be offered to students due to the costs of rental of equipment, off-site costs, high cost programs unique to the community, etc. Examples include, but are not limited to: advanced CTS courses, band instrument rentals, high cost student projects, etc.
    - 2.2.1 These fees must be approved by the Office of the Superintendent.
  - 2.3 Each student enrolled in an elementary school or a junior high school grade will receive, for his/her personal use, a copy of any textbook or instructional material used for instruction in Language Arts, Mathematics, Science and French.
  - 2.4 Each student enrolled in any high school course will receive a copy of any prescribed textbook for his/her personal use.
  - 2.5 Books not returned in a condition similar to when they were signed out will be paid for by the student.
3. The Office of the Superintendent will authorize the collection of additional fees for student actions or activities that are course related and only where the student utilizes materials that are beyond the materials normally supplied by the school for such a course or where the

materials, equipment or facilities used in a course taken by a student cannot normally be covered under the Basic Instructional Materials fee. The Office of the Superintendent will identify any such additional fee categories and grant permission to principals to assess such fees.

- 3.1 Principals may charge fees for the following:
    - 3.1.1 Food costs for Outdoor Education field trips;
    - 3.1.2 Accommodation and food costs for extended field trips;
    - 3.1.3 Usage fees for non-Division facilities; for example, racquetball, golf, skiing;
    - 3.1.4 Transportation costs for curricular or extra-curricular field trips;
    - 3.1.5 High cost programs described in clause 2.2, if approved by the Office of the Superintendent; and
    - 3.1.6 Other costs as authorized by the Office of the Superintendent.
  - 3.2 The activity for which a program fee is proposed must be identified in the course outline at the beginning of a term or semester or must be considered a worthwhile addition to the program.
  - 3.3 Provisions must be made for students who are unwilling or unable to pay the special fee.
4. The Office of the Superintendent will authorize the collection of additional fees for student actions or activities that are not course related and only where the student has the ability to opt out of the action or activity. The Office of the Superintendent will identify any such fee categories and grant permission to principals to assess such fees.
    - 4.1 Principals may charge non-program fees for the following:
      - 4.1.1 Lock rental;
      - 4.1.2 Purchase of gym strip;
      - 4.1.3 Student union fees;
      - 4.1.4 Student club fees;
      - 4.1.5 Purchase of yearbook;
      - 4.1.6 Purchase of school pictures;
      - 4.1.7 Fees for sports teams; and
      - 4.1.8 Other fees as authorized by the Superintendent.
5. The Office of the Superintendent will be advised no later than May 30 of each school year of all program fees and all non-program fees levied at each school.
  6. Principals will establish an annual parental consultation process for the Program and Non-Program Fees. The consultation process needs to be finalized before the proposed fees are provided for the Superintendent's review and approval.
  7. Proper accounting for all school fees will be implemented and any fees collected will be used only for the purpose for which they were collected.

8. All students enrolled in similar grades or courses in the Division will be assessed similar fees when such fees are authorized.
9. The Division prohibits principals from using any methods of circumventing the intent of this Administrative Procedure by requiring students to pay any unauthorized fees either through the school directly or through any organization acting directly or indirectly as an agent of the school.
10. Before a student is allocated a seat on a bus, all transportation fees must be paid in full.
11. Collection of School and/or Transportation Fees
  - 11.1 Principals will pursue the collection of school fees diligently. Transportation Services will pursue the collection of transportation fees diligently
  - 11.2 At the beginning of the school year, parents will be provided with a Notice of Fees Assessed, (Form 505-01), outlining the applicable school fees payable.
  - 11.3 When parents apply for bus services, they are notified of the service fee at the time of registration. Before a student is allocated a seat on a bus, all applicable transportation fees must be paid in full.
  - 11.4 Parents who have not paid school fee accounts by October 15 are to be sent a Reminder Notice (Form 505-02) by October 30. The Reminder Notice will incorporate a Contract for Payment by installment.
  - 11.5 Parents who have not paid school fee accounts by November 15 are to be sent a Second Reminder Notice (Form 505-03) by November 30. The Second Reminder Notice will incorporate a Contract for Payment by installments and will advise the parent that the account will be turned over to a collection agency.
  - 11.6 The principal will issue final Demands for Payments for all school accounts still outstanding as at December 31 by registered letter.
  - 11.7 Accounts still outstanding as at January 31 will be turned over to a commercial collection agency for collection. In the case of a high school student registering for the second semester, the months set out in clauses 10.3, 10.4, and 10.6 are to be considered to read March, April and June respectively.
  - 11.8 Notwithstanding that parents sometimes refuse to pay the fees, principals are not to refuse to supply instructional materials or texts to students, nor is the issuance of instructional materials or texts to students to be revoked for reason of non-payment of fees.
  - 11.9 No refunds will be made except in cases where the student no longer rides the bus. The refund will be paid on a pro-rated basis until April 15, after which no refunds will be made.
12. Resolution of disputes and concerns between the parents and the Board regarding fees and costs will follow Administrative Procedure 152 - Parent and Public Inquiries, Administrative Procedure 390 - Appeals Concerning Student Matters and Policy 13 - Appeals and Hearings Regarding Student Matters.

Reference: Section 13,19,21,23,32,33,52,53,59,68,196,197,204,222,225,257 Education Act  
School Fees and Costs Regulation (AR 101/2017)  
Funding Manual for School Authorities  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Reporting

School Authority Planning and Reporting Reference Guide  
Section 3, 7, 11, 31, 32, 33, 51, 52, 53, 59, 59.1, 222 Education Act Traffic Safety Act Commercial  
Vehicle Safety Regulation 121/2009 School Fees Regulation 95/2019 School Transportation  
Regulation 96/2019 Use of Highway and Rules of the Road Regulation 304/2002 Vehicle  
Equipment Regulation 122/2009 Funding Manual for School Authorities

Approved: November 2005  
Amended: October 10, 2007; January 19; 2009; June 21, 2017; September 20, 2017; March 21, 2018; July 1,  
2018; May 25, 2020; October 19, 2021, August 2024