

North East School Division - Administrative Procedures



AP 417

Student Fees

References:

Sections 85, 87, 142, 171, 173, 175 Education Act.
Regulations 45, 48 School Division Administration
Regulations

Related:

AP 201 – Establishment and Maintenance of SCCs

Tracking:

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Approved

STUDENT FEES

The NESD aims to provide accessible, equitable, and quality learning opportunities for all students. The Education Act requires the Division to provide certain services to students at the expense of the Division. The Division strives to have the regular school program covered through the budget allocation process.

The Division understands that schools may sometimes engage in activities that benefit students but fall outside the regular program and related funding. In these instances, the Division recognizes that schools may levy student fees to assist in defraying costs of maintaining special programs and services which are optional to students.

PROCEDURES

1. General

- a. Principals must take steps to ensure that no child is prevented from involvement in curricular activities due to the inability to pay the student fee. Provisions shall be made to waive student fees where families experience difficulty with the ability to pay.
- b. All student fee schedules, and collection practices shall adopt principles of moderation and cost recovery.
- c. Fees are collected at the schools following practices and procedures outlined by the NESD Finance Department.
- d. Student fees shall be communicated in a transparent and open manner.
- e. Schools shall not levy compulsory student fees for curricular based activities or in relation to curricular courses, with the exclusion of band-arts education.
- f. If students want to improve their school projects (likely a PAA project), schools may levy an individual fee. This fee should strictly cover the extra expenses incurred for the enhancements.
- g. For extra-curricular activities, general participation fees are not acceptable. Specific fees may be charged for extra-curricular activities which shall not exceed actual costs.

2. Fee Schedule

- a. The Principal is responsible for establishing a Student Fee Schedule in accordance with the Division Student Fee Schedule (see Appendix) for the ensuing school year.
- b. Fees in the schedule are to be stated at maximum amounts per category.
- c. All fees must be equal to, or less than actual costs.
- d. The fee schedule shall be reviewed and advised by the School Community Council and approved by the Director of Education or designate prior to May 30 of each year. Any subsequent proposed changes following May 30 should be submitted for approval. Refer to AP 201-Establishment and Maintenance of School Community Councils.

STUDENT FEE SCHEDULE - Example

Fee Type	Details	Maximum Rate	Notes
Curricular Courses – Projects	Must make available a project to contribute to for \$0 additional cost for PAA Gr. 7-10 Examples: Consumable supplies and raw materials including woods, metals, food, fabric, printing, framing, specialty art supplies	No fee for course projects Enhanced projects - actual cost of enhancement only	For enhanced projects that students choose to do, the school may recover the actual cost of the enhancement that is over and above the compulsory project. Alternatively, students may purchase and supply their own.
Curricular Courses – Learning Experiences	Base costs for activity fees for out-of-school trips will not be charged. Upgrade to trips (example skiing to snowboarding) may be charged.		School Community Councils may wish to advise group fundraising to reduce parent costs. SCCs and Schools should discuss standard requests and messaging for costs to cover food.
School Agendas		No fee	School Community Councils and/or Student Councils may wish to fundraise to reduce costs.
School Yearbook		Actual Cost	School Community Councils and/or Student Councils may wish to advise fundraising to reduce costs.
Extra-Curricular Team/Group Excursions and Trips	Accommodation, food, travel, and admission.	League travel - no cost Other - Actual cost	May be funded by combination of school-based budgets and fees. This will be reviewed annually as part of the May discussion Guide with Superintendent of Schools.
Clothing (excluding team uniforms)	School clothing	Actual cost	
Clothing Team Uniforms		No cost	
Textbooks, resource materials, locker-locks		Replacement cost if the items are not returned	The intent of the replacement value is to ensure students return resources. Fees should not be a barrier for students to access resources.
Rental, Replacement & Repair of Musical Instruments	To cover cost of replacement, maintenance, repair and supplies for musical instruments	Actual cost – not to exceed \$75 per semester	Band education is an exception to fundraising for a curricular option.
Graduation		No cost can be charged for the graduation exercises inclusive of materials/rentals.	When possible, administration should recommend to School Community Council or parent groups to create affordable associated activities.

FOR ADMIN USE: [Student fees Schedule](#) - EDITABLE