

STUDENT FEES

Background

Schools in the Division may levy student fees to defray costs in maintaining special programs and services for students.

Procedures

1. Where the Principal approves the use of materials or supplies not purchased by the Division, he or she may collect money from the students to cover the costs of such materials. A record of revenue and expenditures shall be maintained at the school. A clearly communicated list of fees shall be issued to parent(s)/guardian(s) as early as possible in the school year.
2. The Principal will make the School Community Council aware of school fees.
3. Where the Principal approves school-related activities which are not funded by the Division, he or she may collect money from the students to cover the whole or part of such costs.
4. The Board authorizes the collection of a reasonable sum for the purpose of recovery of costs associated with accidental or willful damage to school property (accidental and willful will be defined by the Principal). The Principal shall assess costs and attempt to recover the full amount from the student(s) and parents/guardians. All money shall be remitted to the Chief Financial Officer with a statement of loss and the amount charged.
5. Receipts shall be issued for all monies twenty dollars (\$20) and over collected from students or their parents or guardians pursuant to this administrative procedure. Parents may be issued receipts for a lesser amount if they so request. Financial records of student fees and assessments will be kept at the main school office and be available to the Director. All financial records may be subject to third party verification.

References: Sections 85, 87, 142, 150, 171, 175 Education Act
The School Division Administration Regulations 45

Approved: November 28, 2018