

FEES AND COSTS RELATED TO INSTRUCTION AND STUDENT TRANSPORTATION

Background

As per the Alberta Education Act and the School Fees and Costs Regulation, school boards charging school fees must establish policies and procedures regarding the charging of school fees.

Procedures

1. The Board of Trustees

- 1.1. The Board shall annually approve school fees or costs for resources.
- 1.2. The Board shall not charge any fees or costs for textbooks, workbooks or photocopying, printing, or paper supplies.
- 1.3. The Board shall not charge any fee or cost:
 - 1.3.1. that is not set out in the board's reviewed schedule;
 - 1.3.2. that exceeds the amount set out in the board's reviewed fee schedule;
 - 1.3.3. that exceeds the amount that the board estimates to be the projected cost of providing for the subject matter of the charge;
 - 1.3.4. that is not clearly expressed in the reviewed fee schedule to connect to specific goods or a specific service or learning experience that is calculated to benefit students.
- 1.4. The Board shall demonstrate to parents the need to charge any fee or cost, including the amounts.

2. The Director of Finance:

- 2.1. may pursue delinquent accounts after the Principal has made all reasonable attempts to collect outstanding fees.
- 2.2. must maintain statements as ordered by the Minister of Education demonstrating that all school fees collected have been spent for the same purpose for which they were collected.

3. The Principal:

- 3.1. must request of parents to pay the current Board approved fees and costs related to instruction and transportation for each of their children prior to the end of October for courses that run for the year or semester 1, and by the end of March for courses that run for semester 2.
- 3.2. may approve a request from a parent to pay fees in installments under an approved payment plan.
- 3.3. must consult with parents regarding the specific needs of the school for the allocation of School Fees for instruction, transportation, extra-curricular or curricular costs (e.g. band instrument rentals, Industrial Arts material costs).
- 3.4. must ensure the educational opportunities of students are not unduly compromised as a result of school fees.
- 3.5. must apply the school fees as per Administrative Procedure 510 - Appendix I – Fee Schedule.

4. Fees

- 4.1. Fees will be billed at the start of the school year.
- 4.2. Fees may be charged for the cost of equipment rental for band/music programs and sheet music. If the student chooses to play an instrument that is not part of the school's musical instrument inventory, the parent/guardian will be responsible for the rental/purchase of that instrument from a third-party vendor. All consumable products associated with the band program such as reeds are considered personal instructional material and are the responsibility of the student.
- 4.3. Transportation Fees are separate from School Fees and are limited by the Education Act and the School Transportation Regulation. A fee charged respecting the transportation of a student who is eligible for funding under the Education Grants Regulation must not exceed the average difference per student between:

- 4.3.1. the estimated costs to the board of transporting those students whose parent may be charged the transportation fee; and
- 4.3.2. the funding received by the board under the Education Grants Regulation in respect of the transportation of those students.
- 4.4. Who is not eligible for funding under the Education Grants Regulation must not exceed the estimated average cost per student to the board for transporting those students whose parent may be charged the transportation fee.
- 4.5. Sub-sections 4.3.1 and 4.3.2 do not apply to a transportation fee agreed to by the board and a parent of a student for the enhanced pick up or drop-off location of the student.
- 4.6. Any surplus from transportation fees charged under 4.3.1 and 4.3.2 must be used to subsidize the cost of transportation of students referred to in that subsection in the 2 school years following the school year in which the surplus was collected.
- 4.7. Disputes:
 - 4.7.1. Should a dispute arise between a parent and the principal with respect to fees and costs, the parent shall contact the Director of Business who will attempt to resolve the dispute.
 - 4.7.2. Should the dispute not be resolved by the Director of Business, the parent shall contact the Superintendent.
 - 4.7.3. Should the dispute not be resolved by the Superintendent, the parent shall request to be placed on the agenda of the next regularly scheduled board meeting to make appeal to the Board.

5. Transportation, Subsistence, and Facility Rates

- 5.1. All charges to transportation, subsistence and facility rentals must follow the Board approved rates as per Administrative Procedure 510 - Appendix II - Transportation, Subsistence, and Facility Rates.

6. Damaged or Lost Technology, Textbook, Instrument or Other School Property Lent to Students

- 6.1. Parents and guardians are financially responsible for damaged or lost HPSPD property lent to students.
- 6.2. Parents and guardians will be invoiced for damaged or lost HPSPD property lent to their child per the approved Administrative Procedure 510 - Appendix I – Fee Schedule. Fees are also indicated at the end of this section.
- 6.3. HPSPD reserves the right to withhold future loaning of HPSPD property if parents or guardians choose not to pay according to the fee schedule.
- 6.4. Technology / Textbook Lost / Band Instrument / Library Books Damage Fee
 - 6.4.1. Lost or damaged technology/textbooks/books/band instruments shall be charged accordingly:

1 year old or less	80% of replacement cost (Maximum)
2 years old	60% of replacement cost (Maximum)
3 or more years old	30% of replacement cost (Maximum)

Cross References:

[Administrative Procedure 510 - Appendix I - Fee Schedule](#)

[Administrative Procedure 510 - Appendix II - Transportation, Subsistence and Facility Rates](#)

References

Education Act, Sections 21, 53, 59, 243