

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 302 – Student Fees</b>	
Related LCSDF AP's		
Form(s)		
References:	The Education Act, 1995 sections 85, 87, 173, 175	
Received by the Board: March, 2024		Update: March, 2024

**Background**

The Division supports the collection of fees, where appropriate, and allowed by legislation, to ensure high quality instruction and support student learning opportunities, including co-curricular and extra-curricular activities.

There will be no fees for basic instructional resources.

Schools must ensure fees are for enhancements only and shall endeavor to keep the fees affordable. School fees are only to be used for the purpose for which they were collected and shall be determined on a cost recovery basis. Fees are to be spent in the year in which they were collected.

The Chief Financial Officer shall ensure complete records are maintained for all accounts.

**Establishment & Assessment of Fees**

1. The Superintendent of Learning or designate must approve all student fees and charges levied to students.
2. No student fees will be assessed for Pre-Kindergarten programming.

**Fee Types**

**Co-curricular School Fees**

May be levied to cover the cost of supplies and services accessed by all students and are assessed based on enrolment. These fees may include reimbursement for agendas, consumable supplies used in the classroom, activities, and project/field trip fees. Other co-curricular school fees may include SLC and yearbook.

Principals shall submit requests for new co-curricular fees or alteration of existing co-curricular fees to be levied on students for the subsequent school year to the Superintendent of Learning or designate, prior to February 15 and approved by March 31 of each year. No additional co-curricular fees may be levied throughout the year.

## **Extra-curricular Student Fees**

Extra-curricular student fees may be levied throughout the year to students participating in team sports, skills, clubs, senior band and high school field trips and will be approved by the Superintendent of Learning or designate prior to fees being assigned to students.

### **1. Athletic Fees:**

- a. May be levied to students who participate in team sports to cover the cost of regular season and zone play and travel costs including out of town transportation and hotel accommodation. Other out of town travel costs, including student meals, will be the direct responsibility of the student. Team apparel is optional and does not form part of the team participation fee.
- b. The Board of Education covers the costs of transportation, accommodation, and registration for Provincial finals. All other costs associated with Provincials will be the direct responsibility of the student.
- c. Students are expected to share accommodations when suitable. Should a parent or guardian prefer the student to have a private room, they will be expected to cover the cost of the room.

### **2. Skills Fees**

- a. May be levied to students who participate in regional and/or provincials. Fees will be levied to cover travel costs and hotel accommodations. Other out of town travel costs, including student meals, will be the direct responsibility of the student.
- b. The Board of Education covers the costs of transportation, accommodation and registration for Nationals. All other costs associated with Nationals will be the direct responsibility of the student.
- c. Students are expected to share accommodations when suitable. Should a parent or guardian prefer the student to have a private room, they will be expected to cover the cost of the room.

### **3. Special Event or Field Trip Fees:**

- a. May be levied to cover the cost of supplies and services which may include transportation, admission, meals, and use of facilities. The cost of the event or trip shall be determined by the principal and approved by the Board of Education, Superintendent of Learning or designate.

## **Collection of Fees**

All student fees shall be administered through the school offices.

1. The principal is responsible for the timely collection of all school fees.

2. The Division's online payment platform system is used to track and summarize the collection of fees. Invoices for each student will be produced by each school, detailing the fees charged.
3. The Division's online payment platform system has the option for parents to pay fees online, using Mastercard, Visa or e-cheque. Parents are encouraged to pay fees online.
4. Elementary and high school first term co-curricular fees are to be paid by October 31. High school second semester fees are to be paid no later than February 15.
5. High school co-curricular PAA project costs are to be paid within 30 days of being assigned but paid no later than the end of the semester.
6. Athletic fees are expected to be paid in full within 30 days of being assigned but must be paid no later than the end of season play. Students with outstanding fees at the end of the season will not be considered for additional teams until outstanding fees have been paid or satisfactory payments arrangements have been made with the principal. It is the responsibility of the coach or athletic director to monitor the collection of fees. Uncollected fees are to be reported to the principal for follow up and direction.
7. All other extracurricular fees must be either be paid in full prior to the event/trip or satisfactory payment arrangements have been made with the principal. It is the responsibility of the organizer of the event or trip to monitor the collection of fees. Uncollected fees are to be reported to the principal for follow up and direction.
8. In instances where class fees are significant and are based on limited enrolment, the principal may request a deposit from the parent/guardian to secure the student's enrolment.

Deposits for extra-curricular events or field trips may be required to secure the student's participation in instances where there is limited enrolment or where a payment plan has been approved by the Superintendent of Learning or designate. Parents and guardians must be advised if the deposit is non-refundable.

9. The principal shall review all unpaid fees periodically and initiate reminders to parents/guardians. The principal shall make available school collection records to the Chief Financial Officer at his/her request.
10. Fees which are unpaid at the end of the school year will be carried forward to the next academic year.

## **Fee Adjustments /Cancellations**

General school or athletic fees may be adjusted to address the following:

1. Mid-year registration in program: Co-curricular Fees will be prorated for the academic year.
2. Medical dispensation: In circumstances where a student can no longer participate in an activity because of a medical condition or injury, fees may be reduced and/or refunded. The request should be made to the principal/athletic director and be supported by a doctor's note.
3. Financial hardship and extenuating circumstances: Fees may be waived partially or completely due to financial hardship. All adjustments are to be reviewed on an individual basis and must be authorized by the principal. The principal shall report to the Chief Financial Officer in December and June all fees that have been adjusted and the reason for the adjustment.

## **Refunds**

Requests for refund of school fees will only be considered subject to the following conditions:

1. Elementary Schools: Fees will be prorated for withdrawals from programs prior to December 31. No refunds will be issued for school fees after January 1.
2. High School: Requests for fee adjustments must be made prior to October 15 and March 15 for class changes or withdrawals for Semester I and Semester II respectively.
3. As all extra-curricular fees are determined on a cost recovery basis, no request for refunds will be approved unless there is an opportunity for the school to fill the vacancy/withdrawal.
4. Fees collected for programs or events that are subsequently canceled may be fully refunded, except for non-refundable deposits communicated in advance to parents/guardians, provided the student account is in good standing. Refunds will first be applied to outstanding mandatory fees, excluding optional fees. If the account is in good standing, parents/guardians can choose to have the refund processed as a credit for future student fees or as a refund check. Refunds will follow the same payment methods, with online payments refunded via credit card or cheque payments refunded by cheque. Refund cheques will be not issued for amounts less than \$25 unless the event/program was cancelled.