

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 302 – Student Fees	
Related LCSDF AP's		
Form(s)		
References:	The Education Act, 1995 sections 85, 87, 173, 175	
Received by the Board: August, 2020		Update: August, 2020

Background

The Division believes that schools should provide high quality instruction at no direct cost to parents/guardians. The Division also recognizes that schools may offer additional goods and services that enhance educational opportunities.

All fees shall be administered through the school offices.

All fees shall be determined on a cost recovery basis.

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

Establishment of Fees

1. The Deputy of Learning or designate must approve all fees and charges levied to students.
2. Principals shall submit a request for alteration of charges to be levied on students for the subsequent school year to the Director, prior to April 1 of each year.
3. The Deputy of Learning or designate, prior to request for payment from students, must approve any charges of a significant amount to be levied on students during the school year.
4. No student fees will be assessed for Pre-Kindergarten programming.

Assessment of Fees

1. General 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/activity fees. Other general school fees may include SLC, yearbook. Elementary school fees are set by the principals meeting and approved by the Deputy Director of Learning or designate. HRHS school fees are set by the Principal and submitted to the Director of Learning or designate for approval prior to May 1 for the following academic year.

2. Athletic fees may be levied to students who participate in team sports to cover the cost of out of town transportation and hotel accommodation for regular season play. Athletic fees shall be determined by the Principal or his/her designate. Additional fees may be levied to cover the costs for regional or zone tournaments. The Board of Education covers the costs of transportation and registration for Provincial finals.
3. Special event or field trip fees 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 and approved by the principal. Fees for goods or services may be levied and cannot exceed the cost of the goods or services.

Collection of fees

1. The principal is responsible for the timely collection of all school fees.
2. General school fees are due by October 31st. Second semester fees are due no later than February 15. Athletic fees must be paid in full prior to the first game/event of the season. Fees for special events, field trips, and merchandise must be paid prior to the event or release of the merchandise.
3. 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.
4. 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.
5. 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: 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 general 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 athletic fees and special event fees are determined on a cost recovery basis, no request for refunds for athletic fees or special event fees will be approved unless there is an opportunity for the school to fill the vacancy/withdrawal.
4. All fees that are collected for athletic, special events or field trips, or goods or services will be refunded if the program or event is cancelled.
5. The parent/guardian will have the option to have the refund processed as a credit for future student fees or as a refund cheque. Refund cheques will be not be issued for amounts under \$25 with the exception of fees collected for programs or events that are subsequently cancelled.