

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: STUDENT FEES

PROCEDURE CODE:	628 AP 001
Policy Reference: 628 – Student Fees	Exhibits: 628 E 001 - Elementary Schools' Fee Schedule 628 E 002 - Secondary Schools' Fee 628 E 003 - International Student Fees Schedule

DEFINITIONS

1. Basic Education Services
 - 1.1. The services, supports and materials required to meet the core curricular outcomes at a basic level as defined in the Guide to Education (i.e. Math, Science, Language Arts, Social Studies, Religion, Physical Education, Health, Art, Music). Examples of the basic level of service include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic content and photocopying.
2. Enhanced Educational Services
 - 2.1. The services and materials that are not required to meet the core curricular outcomes at a basic level as defined in the Guide to Education but that are provided to enhance the student's learning opportunities. Examples include curricular field trips, programs of choice, summer school, cultural activities, one to one student technology and optional courses/programming.
3. Non-Curricular Sales and Services
 - 3.1. Optional activities or materials outside of the educational mandate of the Division. Examples include non-curricular events, sports teams, clubs, agendas, lunch hour supervision, lockers, parking, extended non-curricular trips and other mandatory non-curricular materials.

PROCEDURE

1. Basic Educational Services – No parent shall be charged a fee for a Basic Educational Service or for a service that is prohibited under the School Fees and Costs Regulation. Schools cannot charge any fees or costs for textbooks, workbooks or photocopying, printing or paper supplies.
2. Educational Experience – A student’s educational experience shall not be impacted by non-payment by Parents. Only services related to programs of choice, optional courses which have a fee in excess of \$40 or non-curricular services may be denied to students as a result of non-payment.
3. Communication and Approval:
 - 3.1. Pre-Consultation – Prior to the setting of a new fee or the increasing or decreasing of an existing fee the principal shall consult with parents. Consultation will be through parent council and advance notification on the school’s web site.
 - 3.2. Board Approval – Any new fee or increase to an existing Enhanced Educational Service fee, including all optional course fees identified in 628 E 001 - Elementary Schools’ Fee Schedule, 628 E 002 - Secondary Schools’ Fee and/or 628 E 003 - International Student Fees Schedule shall be subject to Board Approval prior to application.
 - 3.3. Ministerial Approval – Any new fee or increase to an existing fee of more than 5% shall be subject to Ministerial approval prior to application.
 - 3.4. Website – Once approved the fees shall be listed on the school’s public website. Information required shall include the following:
 - 3.4.1. Fee amount;
 - 3.4.2. Course or activity that it applies to;
 - 3.4.3. Itemization of what will be purchased with the fee;
 - 3.4.4. What will be done with any unused funds.
 - 3.4.5. Itemization and Communication of Fees – principals shall prepare an itemized statement as to the intended use of all school assessed fees which shall be communicated to the parents of the students, prior to registration, particularly in the case of optional courses, with a copy to the Superintendent/Secretary Treasurer.
 - 3.4.6. Cost Recovery – Fees are to be charged on a cost recovery basis and are to benefit the students of the parents who paid the fees.
 - 3.4.7. Fee Usage and Return - Applicable revenues and expenses must be tracked for each course or activity for which a fee has been established.
 - 3.4.7.1. Before the end of each school year, if revenues exceeded expenses by more than the greater of 10% of the fee or \$10 per student enrolled in the course/activity the school shall refund the surplus funds to the appropriate parents.



- 3.4.7.2. If surplus funds are less than the greater of 10% of the fee or \$10 per student enrolled in the course, then the surplus will be carried over for future resources for that course.
- 3.4.7.3. If that course is not offered in the future the surplus funds may be utilized by the school for resources for another course.
- 3.4.7.4. Extra-Curricular Activities - In the event a program incurs multi-year intermittent expenditures - such as saving up for replacement of jerseys every third year - the program will not be bound by 3.4.7.3 above and shall carry over the surplus funds designated for that purpose.
- 4. Division Continuity of Fees – Fees charged for similar courses and materials shall be the same for students in all Division schools.
- 5. Additional Fees – In addition to any fees set by the Division, the school principal, in consultation with school staff and parents through the school council, may set additional fees to cover the following defined costs at all levels:
 - 5.1. Optional activities fees – Fees related to participation in optional activities such as excursions or student activities.
 - 5.2. Instrument fees – The majority of students registered in a band program are expected to supply their own instruments; in the case of large instruments provided by the Board, an annual fee shall be assessed.
 - 5.3. Personal property materials fees – the costs for supplies and materials provided by the school for the exclusive use of the student, which becomes the personal property of the student at the end of the instructional period, e.g. raw materials for major student projects in fashion, construction, mechanics, industrial arts, CTS, fine arts, beauty culture, etc.
 - 5.4. Extension of regular program or special program costs – charges which may be made for rental/purchase of equipment/facilities for extension of regular or special programs which have been approved by the Division, such as Phys. Ed. 20 or 30.
 - 5.5. Student service costs – fees which must be approved by the Division for non-instructional opportunities such as student council membership and activities, yearbook, magazines, athletic team uniforms and other general activities of the student body.
- 6. Refunding of Fees:
 - 6.1. Students who are late registering or who withdraw during the school year will have any rental fees or other fees assessed or refunded on a pro-rated basis.
 - 6.2. To obtain the refund the parent shall be required to complete a fee refund application form. If they are eligible for a refund the principal shall approve and ensure the refund is provided to the parent.



7. Waiving of Fees:

- 7.1. Fees may be waived by the principal for parents demonstrating financial hardship or extenuating circumstances. For programs managed centrally, such as certain Early Learning programs and Play & Learn programs, fees may only be waived by the Director of Early Learning in consultation with the Director of Finance.
- 7.2. The waiving of fees shall normally be based on the submission of a completed Application for Fee Waiver form and required documentation. Depending on the criteria met on the waiver application form, an applicant may be eligible for a 100% waiver or a 25% waiver.
- 7.3. The waiver shall be applicable to all Optional Course fees less than those which have a fee of greater than \$40. The waiver shall not apply to extracurricular activities unless the principal specifically extends the waiver to cover those fees as well.
- 7.4. The deadline for submission of Waiver Application to the school principal is May 15th of the specific school year.

8. Collection of Fees:

- 8.1. Initial responsibility for the collection of fees, fines and charges shall rest with the school.
- 8.2. Schools are responsible to make every reasonable effort to collect delinquent fees, fines and charges.
- 8.3. The Secretary-Treasurer shall assume responsibility for the collection of Division and course fees, fines and charges which are considered by the principal as delinquent.

9. Remittance of Fees - Division fees collected by the schools shall be forwarded to the Division office and become part of the total instructional funding.

10. Fee Disputes:

- 10.1. The following process shall be followed in the event a parent does not agree with the position of a school regarding fees. The disagreement maybe in regard to the amount of the fee, the underlying activities causing the fee, a decision regarding the refunding or the waiving of a fee.
 - 10.1.1. The parent's first course of appeal shall be to the school's principal.
 - 10.1.2. If the matter remains unresolved their second course of appeal shall be to the Secretary Treasurer.
 - 10.1.3. If the matter still remains unresolved they may appeal the matter to the Superintendent.

Approved: June 27, 2006

Revised: May 11, 2020

