

## **STUDENT FEES: NON-TUITION**

### **Background**

The Division authorizes the collection from any or all of the students of a reasonable sum for the purposes of recovery of:

- costs associated with accidental or willful damage to school property;
- fees or dues with respect to student organizations and related program needs and activities approved by the school.

### **Procedures**

1. In accordance with the Education Act, when parents or guardians are held accountable for accidental or willful damage to school property, the money may be recovered directly by the school or by the Division.
2. The Board authorizes the collection of money from students for purposes of fees or dues with respect to student organizations and related activities such as:
  - Caution fees
  - Locks for lockers
  - Practical and Applied Arts (optional material fees)
  - Art Supplies (optional material fees)
  - Rental and repairs of Musical Instruments
  - Extra-Curricular fees

A schedule of school fees for the upcoming school year shall be prepared by the Principal of the school as approved by the School Community Council and submitted to the Chief Financial Officer by May 30<sup>th</sup>.

The Chief Financial Officer shall submit all schedules for approval of the Director or designate by June 15<sup>th</sup>.

3. Receipts shall be issued for all money collected from students or their parents or guardians pursuant to this administrative procedure.
4. Financial records of student fees and assessments are subject to third party verification.
5. All money recovered from students as a result of Section 1 application shall be remitted to the Division and allocated to the appropriate budget.

6. The principal is responsible for the implementation of this administrative procedure.

Reference: Section 85, 87, 109, 142, 175 Education Act

Updated: June 2010, April 2018

Reviewed: August 2015