

## **D. Business Administration**

### **Policy D-901: School Fees**

#### **Preamble**

In accordance with the provisions of the School Act and relevant regulations, Valhalla Community School (VCS), a public charter school, is able to charge any fee that has already been introduced in public schools in Alberta. As such VCS charges fees, on a cost-recovery basis, to support the provision of various programs/services to students including: Board approved resource (instructional supplies and materials) fees, campus-based fees, and deposit fees.

#### **Resource (Instructional Supplies and Materials) Fees**

Resource fees are comprehensive fees subsidizing the cost of supplementary resources (instructional supplies and materials) used by students which may include, but are not limited to:

- Agendas (student)
- Consumable workbooks or booklets
- Novels (student keepers)
- Paper
- Photocopying
- Scantron sheets
- Software licensing
- Supplies related to computer and printer use

#### **Campus-based Fees**

Campus-based fees include any fee charged (on a cost-recovery basis) for students to receive a service, product, or supply including:

- Project materials that students retain after a project has been completed
- Curricular field trips or guest presenter costs
- Elective course supplementary instructional supplies, materials, or activity costs
- Co-curricular or extra-curricular activity costs (eg. Athletics, science fair, theatre)
- Rental or equipment or facility

Campus-based fees may not exceed the cost of these services/supplies

#### **Guidelines & Procedures**

##### **Fee Determination & Consultation**

- Resource (Instructional Supplies and Materials) Fees are determined by the Board in consultation with parents and the Superintendent/CEO, or designate, (Chief Financial Officer) prior to the registration/re-registration process.
- Campus-based Fees are determined annually by the campus Principal Educator in consultation with parents of students involved and staff. Prior to proposing a new, or revised, school-based fee, the Principal must consult with the School Council as part of the annual campus budget review process, regarding its intended usage, rationale and amount.

### **Fee Approval**

- Resource (Instructional Supplies and Materials) Fees, and any Campus-based fees to be collected in conjunction with student registration/re-registration, require approval of the Board prior to the registration/re-registration process. As such, they are to be provided to the Board via the Superintendent/CEO, with accompanying rationale by April 1<sup>st</sup> for approval at the April Board Meeting.
- All other fees, including revisions of existing, require approval of the Board annually prior to, or as part of, the budget approval process by May 31<sup>st</sup>, or other date as required by Alberta Education. As such, they are to be provided to the Board via the Superintendent/CEO, or designate, in advance of the Board meeting when the budget will be discussed and approved.

### **Fee Communication & Posting**

- VCS Board mandated fees and schedule, the fee waiver or refund process, and the circumstances under which fees may be waived or re-funded, are to be posted on the VCS website under Parent Information.
- The Principal is responsible for publishing campus-based fees, the waiver process and circumstances of waiver process, on the school website and providing a copy of the schedule of fees to the Superintendent, or designate, (Chief Financial Officer).

### **Fee Collection**

- Resource fees shall be levied in conjunction with student registration/re-registration.
- The Principal is responsible for the collection of school fees and must provide an accounting of the funds to the School Council and the Chief Financial Officer.
- The Principal may arrange alternate payment schedules for Board mandated fees to accommodate varying circumstances for individuals/families.
- Principal Educators may arrange alternate payment schedules of campus-based fees to accommodate varying circumstances for individuals/families.

### **Fee Waivers and Appeals**

- VCS is a public school and as such cannot deny access to its program to any family based on inability to pay fees.
- VCS has established criteria and a process for parents to apply for a partial waiver of the Board approved resource fees, if financial circumstances warrant, as per the process outlined in Appendix A.
- As per Appendix A parents may request that school-based fees be partially waived, subject to the approval of the Principal.
- All fee waivers/partial waivers are valid only for the approved school year and applications for waivers/partial waivers must be resubmitted annually.
- Appeals of decisions made under this policy may be made to the Board of Directors under Policy B:301 Appeals to the Charter Board.

### **Fee Refunds**

- All fees must be used for the stated purpose. Unless specifically stated to parents, prior to being charged, that unused fees will be used for another purpose, or carried over to the next year, unused fees shall be refunded to the parents or students who paid them.
- School-based fees are non-refundable once the expenses associated with the fee have been incurred by the school.

## D-901 Appendix A

### Valhalla Community School: Fee Waiver Form

If any of the following applies to your family, please fill out this form and return it to the school.

1. We receive assistance from a Provincial or Federal agency.

**Attach a photocopy of one of the following:**

- A current Medical Services Card
- A current letter from your social worker
- A current Client Reporting Card
- Evidence of coverage under AISH program

2. We are low income but not on Social Assistance.

**Attach a photocopy of one of the following:**

- A current Alberta Child Health Benefit Card
- A current Canada Revenue Notice of Assessment for you and your spouse or common-law partner, if applicable.

3. Other – Please fill out below the reason for request and discuss with Administration

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Waiver requested for \_\_\_\_\_ school year.

Waiver amount requested \$ \_\_\_\_\_

#### Parent Information

Full Name of Father and Mother	Student Name:
Address	Student Name:
Postal Code	Student Name:
Phone #	Student Name:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\*The personal information contained on this form is collected under the authority of the *School Act* and of *Alberta's Freedom of Information and Protection of Privacy Act* for the purposes noted above. The financial and other information provided will be maintained in a confidential manner and supporting documentation will be destroyed at the end of each school year.

*Approved (D-901):*

*Revised:*

*Due for Revision:*

*Legal References:*

*November 6, 2017*

*November 2022*

*School Act RSA 2000 cS-3 Sections 34(3), 36, 39, 49, 51(3), 60(2)(h)*

*School Fees and Costs Regulation 101/2017*

*School Transportation Regulation 102/2017*