

AP 5060: Fees, Deposits and Financial Hardship

1. General

- 1.1. Principals shall establish a schedule of fees and deposits in consultation with the school Parent Advisory Council, with secondary students, and with staff.
- 1.2. The schedule of fees and deposits for the following year must be submitted to the Superintendent of Schools prior to May 1 of each year.
- 1.3. The Superintendent will review the schedule of fees and deposits to ensure that they meet Board Policy and Ministry requirements. Prior to June 1 of each year the Superintendent will present a schedule of fees for each school for Board approval.
- 1.4. If, after June 1, new courses are developed which are not on the list of courses for which fees can be charged, the fees for those courses must be approved by the Board prior to September 30.
- 1.5. The schedule of fees and deposits must include provision to waive in whole or in part, or to make alternate arrangements for payment of fees, for parents/guardians who cannot afford to pay some or all of the fee(s) or deposit(s). Students and parents/guardians must be treated with dignity and respect. Under no circumstances may schools address outstanding fees or deposits by identifying a child or a family to the school or the public.
- 1.6. Under no circumstances may schools withhold or delay report cards as a consequence for late payment of fees or deposits.

2. Fees

- 2.1. Schools may establish and set fees for membership in a student association, school handbook, school yearbooks, graduation activities and combination locks.
- 2.2. Schools may charge fees for expenses associated with extra-curricular field trips.
- 2.3. Schools may establish rental fees for equipment.
- 2.4. Schools may establish fees for consumables and non-consumables.

3. Deposits

- 3.1. Schools may charge a textbook deposit fee of \$25 per student to a maximum of \$50 per family.
- 3.2. The deposit is refundable at the end of the school year provided that textbooks are returned to the school in a suitable condition.
- 3.3. The school must include provision to waive in whole or in part, or to make alternate arrangements for payment of deposits, for parents/guardians who cannot afford to pay some or all of the deposit(s).
- 3.4. The school must ensure that appropriate procedures are in place so that proper records are kept of textbooks and deposits.

4. Procedures in Cases of Financial Hardship:

- 4.1. Principals will involve the staff and Parent Advisory Council in developing procedures for dealing with individual cases when financial hardship may prevent a student from participating in a curricular program or activity.
- 4.2. Extra-curricular trips or activities are not considered part of the educational program and do not relate to specific learning outcomes. Therefore fees which are limited to expenses, may be charged.
- 4.3. Principals will ensure that the school community is aware that the school has provisions for addressing cases of financial hardship and that anyone who may find themselves in such a situation can approach the Principal or other staff members privately and in confidence. Consequently, all members of staff need to be aware of this provision and be able to advise parents/guardians and students accordingly.
- 4.4. Principals will publish the school's fee and deposit schedule in the school handbook, student agenda and/or newsletters before the beginning of the school year or semester. The schedule will outline a fair and confidential process for students, parents and school staff to waive fees in cases where students and their parents experience financial hardship. This process will also be outlined on appropriate permission slips and communication tools.
- 4.5. The Principal will receive and deal with all requests for support and consideration. In doing so, the Principal will consider the following options.
 - 4.5.1. deferred payment
 - 4.5.2. payment over time
 - 4.5.3. partial waiver
 - 4.5.4. full waiver
- 4.6. All requests are held in strict confidentiality, respecting the privacy of the family and student.