

# Administrative Procedure 521

## Business Administration

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## SCHOOL AND TRANSPORTATION FEES

### BACKGROUND

The Charter Board believes in charging reasonable fees for basic instruction, courses and enhanced transportation service.

### PROCEDURES

1. Fees will be charged to a student's parent for resources related to basic instruction, including but not limited to, textbooks, workbooks, photocopying and supplies.
2. Fees will be charged to a student's parent for resources related to courses, including but not limited to, textbooks, workbooks, photocopying and supplies.
3. Fees will be charged to a students' parent for transportation, where the parent elects to use the enhanced transportation service of the Charter Board.
4. The Charter Board will approve annually the schedule of fees for basic instruction, courses and enhanced transportation service. Prior to an increase or decrease in fees, the School will consult with parents regarding the proposed change, via a duly constituted meeting of School Council or a school hosted information session. Consultation will include providing rationale for the change in fee, including the amount of change.
5. Basic Instruction and Course Fee Waivers
  - 5.1 For a parent seeking a fee waiver for basic instruction and course fees, each year, the parent must fill in a fee waiver application and provide supporting documentation that substantiates total family income. Fee waiver applications for basic instruction and course fees are available from the School's website.
  - 5.2 Upon receipt of a complete fee waiver application package for basic instruction and course fees, the School will advise all applicable parties, including relevant school personnel and the parent of the student, within ten business days, the School's decision for approving or denying the fee waiver application.
  - 5.3 Where total family income of a parent seeking a fee waiver for basic instruction and course fees is below the Employment and Social Development Canada's moderate standard of living estimates by family size, the fee waiver application will automatically be approved.
  - 5.4 Where a parent is absent or incapacitated and therefore unable to complete a fee waiver application for basic instruction and course fees, school personnel will provide documentation satisfactory to adequately document the extraordinary circumstances that exist or extreme difficulty being faced. The Secretary-Treasurer will review the fee waiver application and advise of approval or denial.

5.5 A parent may appeal the School’s decision for a fee waiver for basic instruction and course fees to the Charter Board in writing. The appeal will be reviewed by the Charter Board at its next duly constituted meeting. The Charter Board will either confirm or deny the appeal and advise the parent of the outcome. A parent may appeal the Charter Board’s decision to the Minister.

6. Basic Instruction and Course Fee Refunds

6.1 Refunds for basic instruction and course fees will be dependent on the amount of the fee that has already been expended on the student. Information relating to the refund of basic instruction and course fees is available on the School’s website.

6.2 Upon notification of withdrawal from a course or the School, the Secretary-Treasurer or designate will confirm withdrawal and process a refund of the unexpended amount to the original payer of the fee. Relevant school personnel and the parent of the student will be advised of the refund and amount of refund.

6.3 A parent may appeal the School’s decision for a fee refund to the Charter Board in writing. The appeal will be reviewed by the Charter Board at its next duly constituted meeting. The Charter Board will either confirm or deny the appeal and advise the parent of the outcome. A parent may appeal the Charter Board’s decision to the Minister.

7. Transportation Waiver and Agreement

7.1 Each year, on or before the third Friday of September, a parent residing 2.4 km or more, away from the student’s school may apply for a transportation waiver and agreement, to convey the student to and from school and receive payment for that service.

**Date of Adoption:** June 21, 2017  
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