

# 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.

The secretary-treasurer or treasurer is responsible for the implementation of this procedure.

#### PROCEDURES

1. Fees will be charged to a student's parents 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 parents for resources related to courses, including but not limited to textbooks, workbooks, photocopying and supplies.
3. Fees will be charged to a student's parents for transportation, where the parents elect 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 parents seeking a fee waiver for basic instruction and course fees each year, the parents 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 parents 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 parents seeking a fee waiver for basic instruction and course fees is below the maximum grant income threshold for Canada Student Grant eligibility for full-time students, the fee waiver application will automatically be approved.
  - 5.4 Where parents are 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 or treasurer will review the fee waiver application and advise of approval or denial.
  - 5.5 School personnel do not have the authority to approve or deny a fee waiver application.
  - 5.6 Parents 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 parents of the outcome. Parents 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 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 parents of the student will be advised of the refund and amount of refund.
- 6.3 Parents 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 parents of the outcome. Parents 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 1.0km (K- Grade 6) and 2.0 km (Grade 7-12) 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.
- 7.2 Annually, the charter board will set the amount payable in respect to the transportation agreement.
- 7.3 No amount with respect to the transportation agreement can be paid unless either:
  - 7.3.1 instruction and course fees have been paid in full;
  - 7.3.2 an up-to-date basic instruction and course fee waiver is on file; or
  - 7.3.3 instalment plans, where one has been granted by the secretary-treasurer or treasurer, or designate, is current.

#### 8. Settlement of Fees as a Condition of Registration/Re-Registration

- 8.1 Before a student can be considered as registered for the upcoming school year, parents must either:
  - 8.1.1 settle all of the current year's fees in full;
  - 8.1.2 have an approved fee waiver application on file; or
  - 8.1.3 be current on their instalment plans, where one has been granted by the secretary-treasurer or treasurer or designate.

#### 9. Instalment Plans

- 9.1 Instalment plans must be coordinated with the secretary-treasurer or treasurer or designate.

- 9.2 Instalment plans shall be revoked when there are three missed payments in a school year that have not been satisfactorily settled.
  - 9.2.1 After the first instance where an instalment plan payment is missed, the secretary-treasurer or treasurer or designate may notify the parent of the missed payment amount.
  - 9.2.2 After the second instance where an instalment plan payment is missed, the secretary-treasurer or treasurer or designate will communicate with the parent and issue a warning that a re-occurrence will result in the instalment plan being revoked.
  - 9.2.3 After the third instance where an instalment plan payment is missed, the secretary-treasurer or treasurer or designate will advise the parent the instalment plan is revoked.
- 9.3 Installment plans shall be made via pre-authorized credit card payments, post-dated cheque or pre-authorized debit.

**Date of Adoption:** June 21, 2017  
**Date of Revision:** September 20, 2017, May 10, 2018, January 21, 2020, February 27, 2021, August 26, 2021, February 10, 2022, July 3, 2024  
**Due for Review:** July 3, 2027