

Administrative Procedure 521

Business Administration

SCHOOL AND TRANSPORTATION FEES

BACKGROUND

The charter board believes in charging reasonable fees for school resources, courses and transportation service.

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

Where “parent(s)” are referenced, it includes guardian(s), and legal caregiver(s).

PROCEDURES

1. Fees will be charged to a student's parent(s) for school resources in alignment with the Education Act School Fees Regulation i.e. a board shall not charge any fees for textbooks, workbooks or photocopying, printing and paper supplies.
2. Fees will be charged to a student's parent(s) for courses that are not required to meet the core learning outcomes at a basic level but are provided to enhance the students learning opportunities.
3. Fees will be charged to a student's parent(s) for transportation, where the parent elects to use the transportation service of the charter board.
4. Fees shall be assessed on a direct cost recovery basis and shall be used for the purposes for which they were collected.
5. Upon request a principal must make available to a parent or independent student a summary of all costs included in the fee.
6. Once the yearly approved fee schedule has been posted there will not be an increase in fees.
7. A refundable security deposit may be collected annually for the use of Westmount charter school owned assets.
8. A refundable security deposit will be returned to the payer upon return of Westmount charter school owned assets in useable condition.
9. The charter board will approve annually the schedule of fees for school resources, courses and transportation services. 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 executive or a school hosted information session. Consultation will include providing rationale for the change in fee, including the amount of change.
10. School Resource Fee and Course Fee Waivers
 - 10.1 For parents seeking a fee waiver for school resource fees and course fees each year, the parent(s) must fill in a fee waiver application and provide supporting documentation that substantiates total family income. Fee waiver applications for school resource fees and course fees are available from the school's website.
 - 10.2 Upon receipt of a complete fee waiver application package for school recourse fees and course fees, the school will advise all applicable parties including relevant school administration personnel and parent(s) of the student, within ten

business days, the school's decision for approving or denying the fee waiver application.

- 10.3 School personnel do not have the authority to approve or deny a fee waiver application.
- 10.4 Parents may appeal the school's decision for a fee waiver for school resource fees 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(s) of the outcome. Parents may appeal the charter board's decision to the minister.

11. School Resource Fee and Course Fee Refunds

- 11.1 If there is an excess of fee revenue over actual expenses of more than \$10 per student after the payment of all costs for an educational good or service, the principal shall distribute the surplus among parents and independent students who paid for the good or service in accordance with the amount paid.
- 11.2 If the excess of fee revenue over actual expenses is less than \$10 per student the excess funds will be used for incidental expenses related to the good or service and for the benefit of the students for whom the fee was originally collected.
- 11.3 Should a student withdraw from a course or grade prior to September 30 a full refund of school resource and course fees applied will be provided, less the non-refundable deposit.
- 11.4 Should a student withdraw after September 30, but prior to November 30, 50% of the fees will be reimbursed, less the non-refundable deposit.
- 11.5 Students withdrawing from a course or grade after November 30 will not be issued a refund. Note: for second semester courses the dates are January 31 for 50% reimbursement and March 31 no reimbursement.
- 11.6 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 parent(s) of the outcome. Parents may appeal the charter board's decision to the minister.

12. Transportation Agreement

- 12.1 Each year on or before the third Friday of September, a parent residing within the eligible transportation zone set by Alberta Education, must confirm their choice to utilize charter board provided transportation or convey their student to and from school and receive payment for that service.
- 12.2 Annually, the charter board will set the amount payable in respect to the transportation services.

13. Transportation Fee Refunds

- 13.1 Parents may choose to cancel their use of the transportation service. All transportation cancellation requests must be submitted in writing to the transportation coordinator and must include the date at which the student will stop riding the bus. The deposit is non-refundable. Cancellation requests include an administrative fee for \$50 per rider.

- 13.2 Should a student withdraw prior to the start of the school year, a full refund (less the non-refundable deposit) of any fees paid will be reimbursed.
- 13.3 Should a student withdraw from riding the bus prior to January 31, 50% of the fees paid (less the non-refundable deposit) will be reimbursed.
- 13.4 Should a student withdraw from riding the bus after January 31, no refund will be issues.
- 13.5 Transportation fees must be paid full by March 1 or the student will be removed from riding the bus.

14. Settlement of Fees as a Condition of Registration/Re-Registration

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

15. Instalment Plans

- 15.1 Instalment plans must be coordinated with the secretary-treasurer or treasurer or designate.
- 15.2 Instalment plans shall be revoked when there are three missed or partial payments in a school year that have not been satisfactorily settled.
- 15.3 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.
- 15.4 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.
- 15.5 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.
- 15.6 Installment plan payments shall be made via pre-authorized credit card, post-dated cheques or pre-authorized debit.

Legal Reference:	<i>Education Act School Fees Regulation</i>
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