



POLICY 20 - SCHOOL FEES

Preamble

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

Transportation Fees

Transportation fees are fees levied to parents of students choosing to ride the bus in order to offset the cost of transporting students to and from school each day with the contracted transportation provider. Transportation fees may not exceed the cost of providing transportation services.

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 (e.g. athletics, science fair, theatre)
- rental of equipment or facility

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

Deposit Fees

A fee that is paid to the school while the student has possession of school property which is returned (credited) upon return of the school property at a pre-determined date which may include, but are not limited to:

- text books

- lockers & locks
- library books

GUIDELINES & PROCEDURES

Fee Determination & Consultation

- Transportation Fees are determined annually by the Board in consultation with parents and the Superintendent/CEO, or designate, (Chief Financial Officer) prior to the registration/re-registration process.
- 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, campus-based fee, the Principal Educator must consult with the campus council as part of the annual campus budget review process, regarding its intended usage, rationale and amount.
- Deposit Fees are determined by the Chief Financial Officer in consultation with campus appropriate Principal Educators.

Fee Approval

- Transportation, Resource (Instructional Supplies and Materials), Deposit 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 February 1st for approval at the February Board Meeting.
- All other fees, including revisions of existing fees, require approval of the Board annually prior to, or as part of, the budget approval process by May 31st, 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

- FFCA Board mandated fees and schedule is to be posted on the FFCA website under Parent Information.
- The Principal Educator is responsible for publishing campus-based fees on the school website and providing a copy of the schedule of fees to the Superintendent, or designate, (Chief Financial Officer).

Fee Collection

- Transportation and Resource fees shall be levied in conjunction with student registration/re-registration.
- Payment plans for transportation fees are established annually.
- Initial responsibility for the collection of fees not paid at time of registration / re-registration shall rest with the campus.
- Principal Educators are responsible for the collection of campus-based fees and must provide an accounting of the funds to the campus council and the Chief Financial Officer.
- The Chief Financial Officer 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

- FFCA is a public school and as such cannot deny access to its program to any family based on inability to pay fees.
- FFCA has established criteria and a process for parents to apply for a partial waiver of the Board approved (transportation and resource) fees, if financial circumstances warrant, as per the process outlined in Appendix A. Impacted campuses will be informed of the results
- As per Appendix A parents may request that campus-based fees be partially waived, subject to the approval of the Principal Educator.
- All fee waivers/partial waivers are valid only for the approved school year and applications for waivers/partial waivers must be resubmitted annually.
- Board approved fee appeals are to be handled in accordance with Policy 13.

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.
- The Resource (Instructional Supplies and Materials) fee is non-refundable after October 1st of the school year for which it has been paid.
- The Transportation fee is non-refundable after January 31st of the school year for which it has been paid, due to service levels contracted based on forms completed. If this agreement is entered into after the beginning of a month during the school year, the month in which the service agreement is entered into shall be treated as a full month for fee payment purposes.
- Campus-based fees are non-refundable once the expenses associated with the fee have been incurred by the campus.
- Textbook Deposit fees are returned at the conclusion of the student's enrollment with FFCA as long as the loaned textbook is returned by the deadline. Textbook deposit fees are non-refundable once replacement materials have been ordered.
- Other Deposit fees are returned within 30 days of the return of the loaned resources or equipment as long as the item(s) are in the same condition as when borrowed except for reasonable wear. Other deposit fees are non-refundable once replacement materials have been ordered.
- In situations where a deposit fee is not collected, textbooks or other items that are lost or damaged while in the possession of a student must be paid for by the student or parent. The charge will be based on the condition of the textbook or other item at the time of issue to the student and recommendations by the Principal Educator.

Approved: June 29, 2017

Legal References: 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