

<b>TOPIC:</b>	<b>Student Fees</b>
<b>EFFECTIVE:</b>	<b>September 2010</b>
<b>REVISION DATE:</b>	<b>November 2019</b>
<b>REVIEW DATE:</b>	<b>June 2022</b>
<b>CROSS-REFERENCES:</b>	<b>Education Act Section 32(1), Section 170(1); Ministry of Education -- Fees for Learning Materials and Activities Guideline)</b>
<b>RESPONSIBILITY:</b>	<b>School Operations; Business Services</b>

**INTENDED PURPOSE:**

The Halton District School Board is committed to offering a comprehensive high quality education without the requirement of fees. Understanding there are activities, services or materials that augment a student's educational experience and have an associated fee, the Halton District School Board shall ensure that fees are only applied as outlined in this Administrative Procedure to ensure equity of access to programs and services while maintaining quality and breadth of programming choices.

**PROCEDURES:**1. *Transparency in Fees***Fees charged should reflect actual costs to the school.**

- A budget showing actual costs to the school shall be included with all requests for funds from students, or alternately the request may include a statement that a budget will be provided upon request.
- All Student Fees should be rounded down to the nearest \$0.25.
- A budget may include a reasonable amount charged per pupil for protection against loss of uncollected amounts.
- Amounts collected through protection against loss, as well as any small residual unspent fees from amounts collected during the year should be used to offset future goods and services.
- Schools are accountable to provide the related goods and/or services for which fees are being collected in the year that the funds are designated. Refunds should be issued for any fees collected when the related goods and/or services are not provided.

2. *Principal/School Council Oversight***The principal shall be aware of all fees charged to students.**

- Each principal shall have a communication/approval strategy in their school to ensure families are aware of all fees.
- Each principal shall ensure School Council is made aware of any fees charged to students. This includes supplemental fees, amounts and purposes of the student engagement fees.

3. *Discretionary Accounts***Individual teachers and departments shall not charge fees for the purpose of creating "discretionary accounts".**

- All money collected is to be for specific goods or services.
- Amounts received are to be remitted to the secretary or Supervisor, School Business for deposit in the school generated funds account in keeping with current Business Services procedures. Collection of fees through online payment is recommended and schools charging fees should consult the Online Payments Administrative Procedure.

4. *Textbooks and Instructional Resources***Students shall not be charged a fee for the use of a textbook or instructional resource.**

- Students can and should be charged for failing to return and/or damaging school materials entrusted to their care.
- Deposits for the use of a textbook shall not be requested except for some continuing education programs. Students shall not be charged "course material" fees, where learning materials are provided through photocopying.

5. *Registration, Administration and Program Fees*

**Students shall not be charged a fee for registration, administration or program fee except:**

- where the student is on an international Visa and thus paying tuition or,
- where the program is either optional in nature and/or containing curricular enhancements above and beyond the provincial curriculum (e.g., some Continuing Education programs, International Baccalaureate (IB), I-STEM, some OYAP and/or Specialist High Skills Majors (SHSM), etc.).

6. *Student Engagement/Activity Fees*

A general **Student Engagement/Activity Fee** may be charged to students each year for the purpose of supporting non-curricular events for students. The following conditions must apply:

- The Student Engagement/Activity Fee is a voluntary fee and may not be called a registration fee.
- The voluntary nature of this fee and a breakdown of the amounts and purposes of the fee must be communicated with the school community annually and should not be combined with other fees (e.g., the school yearbook cannot be included in this fee and must be a separate fee).
- Information specific to Student Engagement/Activity Fees must be visible during the registration period, published in school start up messaging (e.g., summer mailing) and posted on the school website. Administrators are responsible for ensuring all students, staff or volunteers will be aware of and communicate this information.
- No student shall be excluded from participation in Student Engagement/Activity events based upon non-payment of these fees.
- Student Engagement/Activity Fees may be used for services such as orientation programs, leadership programs, student recognition events, guest speakers, etc.
- Student Engagement/Activity Fees shall not be used for consumables (e.g., photocopying, paper, technology, computer peripherals, etc.).

7. *Secondary Schools-Course Fees*

- Secondary Schools shall not charge fees for resources related to daily instruction (e.g., musical instruments/recorders, music reeds, art sketch pads, kindergarten supplies, etc.).
- Costs associated with course materials upgrades or enhancements are allowable (e.g., students provided with pine wood for a construction course but choose cherry).
- Secondary Schools may charge a Physical Education Uniform fee. The uniform is retained by the student at the end of the course.
- Secondary Schools may charge for day field trips, in-school field trips, overnight excursions, and curriculum-based/subject specific guest speakers beyond those costs supported through school funds and/or board funds, and consistent with Procedures 1 and 2.
  - Where a day field trip experience includes an assignment for student assessment, alternate assignments, resources and/or activities shall be provided for any students who do not participate (at no cost to the student).
- The Principal, as part of the school's Field Trip Plan, must approve presentations or performances deemed as in-school field trips. Field trip plans must be reviewed and approved by administrators to ensure pricing reflects actual costs, curricular relevance, evaluation expectations related to the trip, need for subsidies and student participation levels.
- No students shall be excluded from participation in in-school field-trips and guest speakers based upon non-payment of course fees.

8. *Elementary Schools-Program Fees*

- Elementary Schools shall not charge fees for resources related to daily instruction (e.g., musical instruments/recorders, music reeds, art sketch pads, kindergarten supplies, etc.).
- Elementary Schools may charge for day field trips, in-school field trips, overnight excursions, and curriculum-based guest speakers beyond those costs supported through school funds and/or board funds, and consistent with Procedures 1 and 2.

- Where a day field trip experience includes an assignment for student assessment, alternate assignments, resources and/or activities shall be provided for any students who do not participate (at no cost to the student).
- The Principal, as part of the school's Field Trip Plan, must approve presentations or performances deemed as in-school field-trips. Field-trip plans must be reviewed and approved by administrators to ensure pricing reflects actual costs, curricular relevance, evaluation expectations related to the trip, need for subsidies and student participation levels.
- No students shall be excluded from participation in in-school field trips, including guest speakers, based upon non-payment of program fees.

9. *Back to school supplies*

- Many School Councils and parents/guardians appreciate receiving a list of suggested "back to school" supplies from schools. Schools should include in this communication that any supplies listed are suggested/optional. As well, there should be a clear reference to the Student Fees procedure. Example: "Schools will supply materials that are essential for student learning (paper, reeds for musical instruments, sports equipment, paintbrushes, etc .)."