



**REGULATION: ACTIVITY AND COURSE COST FEES – SECONDARY STUDENT**

REFERENCE NO: R-BA-29

A school may only charge reasonable fees which are in compliance with the *Education Act* as set out below. In situations where fees may be charged to students, every effort shall be made to assist students with limited financial means.

**Activity Fees**

1. A standard student activity fee, as approved annually by the Director of Education, is to supplement a student's school experience through activities and materials that are optional.
  - a. Students are encouraged to purchase the school's activity card/student card by paying the student activity fee.
  - b. The activity card includes, but is not limited to, the benefit of participating in extracurricular activities and athletics, student council dances, prom and other activities.
2. There will be no additional charges assigned in any school for the regular and supervised use of computer paper.
3. The costs of personal equipment (e.g. physical education uniforms, replacement locks) will be advertised in writing for students to see, and will be the full responsibility of the students.
4. Additional costs associated with optional field trips and activities will be the shared or full responsibility of the students. Students choosing not to participate will have alternate assignments provided in order for the student to meet the course expectations.
5. The Principal will have discretionary authority to waive and/or refund, when necessary, all or part of any fee.

**Course Cost Fees**

6. Fees may be charged where the student chooses to upgrade the material or where purchasing the material is optional.
7. Fees charged shall reflect the actual costs to the school and a budget may include a reasonable amount charged per pupil for protection against loss of uncollected amounts.
8. Fees shall not be charged for the purpose of creating "discretionary accounts". All money collected is to be for specific goods or services, other than capital equipment.

9. Any additional charge for supplies, materials or equipment associated with any courses, will be advertised in writing for the students to see prior to the time students normally select courses (see #7).
10. Students shall not be charged a fee for the use of a textbook or workbook.
  - a. Students can and should be charged for failing to return school materials entrusted to their care.
  - b. If the workbook is used as a regular part of the program, then all students shall have a copy of the workbook and it shall be treated in the same manner as a textbook. The student shall not write in the workbook and the workbook shall be returned at the end of the school year or semester.
  - c. Fees may be charged for a workbook if the workbook is optional or if the student wishes to write in the workbook and retain it at the end of the course.
11. Students shall not be charged a registration, administration or program fee except where the program is by its very nature, a fee-paying program (e.g. students attending on a student Visa, Continuing Education, Ontario Youth Apprenticeship Program (OYAP), Specialist High Skills Majors, Walkerville Centre for Creative Arts (WCCA), Hockey Canada Skills Academy Program, etc.) the appropriate fee may be charged.
12. Students/Parents/Guardians experiencing financial hardships will be provided with a clearly communicated and dignified process to request that fees be subsidized or waived. They are encouraged to contact the school's Guidance Department, Principal or Vice-Principal and will be afforded reasonable expectations of privacy and discreet identification for those students requiring financial assistance.

#### School Generated Funds

13. Any fees charged under this regulation are considered School Generated Funds. See Administrative Procedure AP-BA-13, School Fund Accounting, for procedures related to accountability, banking, reporting and review.
14. The Principal is expected to provide an itemized list of fees to the school community each year that includes the rationale and purpose of each fee and information about the process to confidentially address financial hardship. Fee schedules can be included in fall school newsletters, posted on school websites and/or referenced in student agendas.
15. It is expected that balances from fees collected are not carried forward from year to year but rather used during that school year for the intended purpose.