



## Regulation: ~~Activity and Course Cost Fees – Secondary Students Fees for Learning Materials and Activities at Schools~~

Reference No: R-BA-29

A school may only ~~change-charge~~ reasonable fees for enhanced or optional programming which are in compliance with the Education Act as set out below. In situations where fees may be charged to students, no student shall be excluded from participating in any school activity or event based on their ability to pay every effort shall be made to assist students with limited financial means.

A fee is permissible for an activity, material, course or program for which any of the following applies:

- Not required as part of the regular day school program
- Voluntary, and alternatives are offered;
- Non-essential or extracurricular in nature and is not required for graduation by an individual student; and
- A voluntary upgrade or substitute to a more costly material instead of material provided for course purposes.

### Student Activity Fees:

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extracurricular activities, school dances or theme days. Schools are not permitted to charge a flat-rate student activity fee but may request payment of activity fees, on a cost-recovery basis, for individual materials and activities. An itemized list of fees, purpose of the fee and rationale should be shared with the school community.

All student activity fees must be consistent with the Board's mission, vision and strategic priorities. Student activity fees must be complementary to public funding for education.

Schools should have a flexible and informal process, led by the Principal, that respects the dignity of students and families who require accommodation due to financial hardship.

For guidance related to field trips, refer to Policy / Regulation PR-01 "Field Trips and Excursions".

### Enhanced Programming and Materials:

Enhanced programming and materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course. Where students choose not to access these enhanced programs or materials, alternatives must be available; as essential course materials required to meet the learning expectations of the course or grade are to be provided at no cost.

### Prohibitions for fee charges:

- Textbook fee or deposit;



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- Learning materials that are required for completion of the curriculum (e.g. workbooks, lab materials, musical instruments, safety goggles);
- Fees charged for the creation of discretionary accounts by teachers or departments;
- Mandatory flat fees for any course leading to graduation, other than optional programming;
- Fees for guest speakers, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course;
- Items that are funded through the allocated budget of a school board (e.g. learning materials, computers, workbooks, textbooks);
- Learning materials that are required to meet the learning expectations of the course but are consumed by the pupil and cannot be used again by another student in the next semester.

### School Generated Funds:

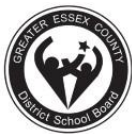
Any fees charged under this regulation are considered School Generated Funds. Requirements for School Generated Funds are described in Administrative Procedure AP-BA-13.

### Reference:

Ministry of Education - Fees for learning materials and activities at schools  
<https://www.ontario.ca/page/fees-learning-materials-and-activities-schools-0>

### 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 hared or full responsibility of the students. Students choosing not to participate will have alternate assignments provided in order for the students to meet the course expectations.~~
- ~~5. The principal will have the discretionary authority to waive and/or refund, when necessary, all or part of any fee.~~



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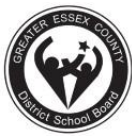
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### ~~Course Costs Fees:~~

- ~~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 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 the end of the course.~~
- ~~11. Student 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 (SHSM), Walkerville Centre for Creative Arts (WCCS), 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 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~~



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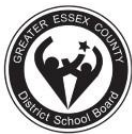
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~~confidentially address financial hardship. Fee schedules can be included in fall school newsletters, posted on school websites and/or referenced in student agendas.~~

~~15. It is expected that balance from fees collected are not carried forward from year to year but rather used during the school year for the intended purpose.~~



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