



# Almadina Language Charter Academy Policy Manual

## Policy #15 SCHOOL FEES

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### BACKGROUND

In accordance with the provisions of the School Act, the Almadina School Society Board annually approves a fee schedule for various programs and services provided to students of the Almadina Language Charter Academy (for example activity fees, extracurricular activities, sporting events, and transportation).

### DEFINITIONS

**Transportation fee:** A fee levied to partially offset the costs of transportation to and from the school. This fee is charged in accordance with the School Transportation Regulation, which is for regular bus service and excludes field trips.

**Non-curricular travel:** Travel, accommodation, and admission associated with extended (overnight) optional non-curriculum travel for arts, athletic events and international travel.

**Extracurricular fees:** Fees from clubs, sports teams, intramurals, or other programs designed to broaden scholastic experience. Includes charges may be for materials, activities and travel associated with the club/team, etc.

**Activity fees:** Transportation, admission, accommodation and other charges for field trips or special events (including in-school clinicians and presenters) usually associated with curriculum.

**Non-curricular goods and services:** Fees charged to parents in exchange for goods or services common to most students, examples such as locker rental, locks, uniforms, gym strip, library, agendas, student union, graduation ceremony fees charged to all graduating students, and fees not associated with curriculum.

1. To maintain accountability and transparency, the Board shall:
  - a. consult with parents before the board sets, increases or decreases any fee;
  - b. demonstrate to parents the need to charge any fee or cost including the amounts when establishing a new fee or adjusting an existing fee;
  - c. ensure that fees levied will not exceed the cost of providing the service or good.
2. To maintain fairness in dealing with a parent request for a fee waiver or refund, the Board shall ensure the following administrative procedures and processes are implemented:
  - a. provide the circumstances under which any fee or cost may be waived or refunded;

- b. the process a parent has to follow to request that a fee or cost can be waived or refunded;
- c. establish a process designed to ensure that the staff of each school and the parents of students enrolled in Almadina Language Charter Academy are notified of the circumstances under which a fee or cost may be waived or refunded and of the procedures for requesting that a fee or cost be waived or refunded; and
- d. establish processes designed to enable the resolution of disputes and concerns between parents and the board.

**Legal Reference:** School Act sections 30, 39, 39.1 and 51

**Cross Reference:**

**Date of Approval:** June 14, 2017

**Date of Revision:** November 4, 2017

**Due for Review:**