



## AP L7 School Fees

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Legislative References: *School Act*, sections 82 and 168(1); School Regulation 1(2); Ministerial Order 236/07

Policy Reference: 5.20 Student Fees and Financial Hardship

Collective Agreement References: None

Date: June 9, 2025

### 1. Standardized Fee Structure

- 1.1. Principals will, collectively, conduct annual reviews of their school fees, in order to
  - 1.1.1. ensure the greatest consistency school to school and program to program;
  - 1.1.2. keep fees as low as possible.
- 1.2. Principals will present school fee schedules to their schools' Parent Advisory Council for discussion;
- 1.3. School fees will be submitted to the Superintendent or designate two weeks prior to the last regular board meeting in the month of June.
  - 1.3.1. The Superintendent has the authority to approve school fees on behalf of the Board.
  - 1.3.2. The Superintendent will prepare a schedule of approved school fees to present to the Board in June for fees to be collected in the upcoming school year.

### 2. General Guidelines

- 2.1. Schools may levy fees as follows:
  - 2.1.1. for materials used in goods that are intended for the student to consume, to take home for personal use or as a gift. These costs will be referred to as Project Costs;
  - 2.1.2. for field trips and special events, provided such fees are limited to costs of transportation, accommodation, meals, entrance fees and equipment rentals;
  - 2.1.3. for supplies and equipment that are not necessary to successful participation in a required educational program (for example, more expensive raw material in an art or shop class;
  - 2.1.4. for supplies and equipment for a student's personal use outside of school; for example, rental of a musical instrument for use at home.



- 2.2. Schools may
  - 2.2.1. charge for the basic school supplies necessary for participation in a required educational program, when these are offered in place of basic school supplies that students or their parents would otherwise purchase from another source.
  - 2.2.2. require refundable deposits, as in the case of locks.
- 2.3. At the secondary level
  - 2.3.1. schools will include fees charged for challenging courses in their Fee Schedule. Such fees are to be included in the schools' fee schedule.
  - 2.3.2. if delivery of a Board/Authority Authorized Course is likely to involve a school fee, the course framework must include details of the applicable fee.

### 3. Waiving of Fees

- 3.1. Principals will, after having input from the school community, establish school procedures to govern the waiving of school fees in situations where student/family financial hardship serves as a barrier to participation in learning opportunities considered 'enriched', 'supplemental' or part of a 'specialty academy' as defined in the *School Act*.
- 3.2. School waiver procedures will
  - 3.2.1. ensure the privacy, confidentiality and dignity of students and their families;
  - 3.2.2. be submitted to the Superintendent of Schools.
- 3.3. A footnote to the school fees schedule issued to parents will include the following statement (or similar): *"If the above fees shall cause financial hardship, payment by installments (one or more post-dated cheque[s]) will be accepted. In cases of more serious hardship, the school will assist families with other arrangements. School District 64 (Gulf Islands) has a Student Fees and Financial Hardship Policy in place. In the event of an inability to pay, please contact (School contact) at (School telephone # or email). All requests will remain CONFIDENTIAL."*