

Administrative  
Regulation No.  
7005

Classification:  
Equipment, Supplies &  
Textbooks

Effective Date:  
September 1, 2017

## School Fees

### 1 | Purpose

The purpose of this Administrative Regulation is:

- To provide clear direction on permissible fees and costs that may be levied to parents and independent students.
- To provide direction regarding the reporting required for fees collected and spent.
- To ensure that CBE fees and fees practices are compliant with the *School Act* and associated regulations.

### 2 | Scope

This Administrative Regulation applies to:

- All Calgary Board of Education schools and programs.

### 3 | Principles

The following principles apply:

- CBE is committed to providing quality educational programming with reasonable fees
- No student will be denied access to core instructional programming due to an inability to pay.
- Fees are set annually by administration and approved by the Minister of Education.
- Fees and the fee setting processes will be transparent, consistent and accountable.

### 4 | Definitions.

**CBE:** means The Calgary Board of Education.

**CBE owned assets:** means any material item owned by CBE including but not limited to textbooks, musical instruments, equipment and devices.

**Direct costs:** means the incremental costs associated with the goods or services provided. These may include substitute staff costs, travel costs, admission costs, costs of the services, transportation costs, accommodation and planning costs accrued directly for the goods or services.

**Enhanced educational goods and services:** means goods and services, support, and materials that are not required to meet the core learning outcomes at a basic level but are provided to enhance the student's learning opportunities. Examples include off site activities, field trips,

alternative programs, cultural activities, technology user fees, optional course fees.

**Indirect costs:** means those costs not directly related to goods or delivery of services. These include administrative costs, staff time, CBE facility costs and utility/overhead costs.

**Non-curricular goods and services:** means goods or services that are outside of the educational mandate of the jurisdiction. These include sports teams, clubs, agendas, noon supervision, locks, parking and extended non-curricular trips.

**Refund:** means a return of all or a portion of fees paid.

**Refundable Security deposit:** means a refundable deposit charged to ensure the return of CBE owned assets in useable condition.

**Waiver:** means the approval for non-payment or partial payment of fees.

## 5 | Regulation Statement

### Fees

- 1) A Ministry approved school fee schedule will be set and published annually.
- 2) All school fees are set in accordance with the Ministry approved school fee schedule.
- 3) Schools may charge fees for enhanced educational goods and services or non-curricular goods and services fees in accordance with the approved school fee schedule.
- 4) Schools shall only charge those fees identified on the approved school specific fee schedule.
- 5) Fees shall not be charged for:
  - a) textbooks;
  - b) workbooks,;
  - c) printing and photocopying;
  - d) paper supplies; or
  - e) instructional supplies and materials.
- 6) Fees shall be assessed on a direct cost recovery basis and shall be used for the purposes for which they were collected.
- 7) A principal must make available to a parent or an independent

student a summary of all costs included in the fees.

- 8) Once the approved fee schedule has been posted there must not be an increase in fees or additional fees requested at the school level.
- 9) Any item not identified on the approved fee schedule shall not be funded through fees charged to parents. Principals may utilize school decentralized budget or other sources of funding with director approval.
- 10) The fee charged for enhanced educational goods and services must reflect the direct costs associated with the good or service.
- 11) A fee for enhanced educational goods or services or non-curricular goods or services must not include facility rental charges for CBE facilities.
- 12) A student who has not paid the fees may be denied access to enhanced program goods or services or non-curricular goods or services.

**Setting fee schedules**

- 13) Annually, schools must submit a proposed fee schedule indicating existing fees and any increase or new fees.
- 14) A rationale shall be provided with the proposed fee schedule supporting all new or increased fees.
- 15) In determining a specific fee, only the direct costs related to that activity, good or service must be included.
- 16) Indirect costs related to the activity, good or service shall not be included in the calculation of fees.

**Refundable security deposit**

- 17) A refundable security deposit may be collected annually for the use of CBE owned assets.
- 18) A refundable security deposit will be returned to the payor upon return of CBE owned assets in useable condition, in accordance with the approved fee schedule.

**Refunds for goods and services fees**

- 19) Refunds for fees may occur if the scheduled activity, goods or service is not provided.
- 20) Refunds will be provided in an amount proportionate to the amount of refunded dollars received by CBE in accordance with the terms and conditions.
- 21) Refunds will be provided at no cost to the CBE.
- 22) CBE may provide a refund based on compassionate grounds.

- 23) Fees paid for courses not completed will not be refunded when a student leaves CBE.
- Student transfer**
- 24) Fees paid for incomplete courses will not be charged at the receiving school when a CBE student transfers to another CBE school during the school year and continues in the same course.
- Return of excess fees**
- 25) If there is an excess of fee revenue over actual expenses of more than \$10 per student after the payment of all costs of the enhanced educational non-curricular good or service, the principal shall distribute the surplus among parents and independent students who paid for the good or service in accordance with amounts paid.
- 26) If the excess of fee revenue over actual expenses is less than \$10 per student, the excess funds will be used for incidental expenses related to the good or service and for the benefit of the students for whom the fee was originally collected.
- Waiver**
- 27) A principal may waive fees for enhanced educational goods and services and non-curricular goods and services at the school level.
- 28) Fee waiver requests must be completed annually and are only valid for one school year.
- 29) Principals may waive fees if:
- a) parents qualify for waiver of noon services or transportation fees;
  - b) parents qualify for Fair Entry;
  - c) arrangements can be made for alternative payment plan;
  - d) arrangements can be made for partial payment plans; or
  - e) any other extraordinary circumstances or compassionate grounds that support a waiver.
- 30) The principal must document their approval of waived fees using the applicable CBE form.
- Collection of fees**
- 31) At least two notifications will be sent to individuals with unpaid school fees prior to engaging in further collection action.
- 32) Any unpaid fees beyond 180 calendar days will be sent to a third party for collection.

- Concerns/Complaints and Appeals regarding fees**
- 33) Concerns, complaints and appeals regarding school fees must follow the CBE process outlined in the current Administrative Regulations.
- 34) All CBE processes for concerns, complaints and appeals regarding school fees must be exhausted before a parent may appeal to the Minister under Section 124(1.1) of the *School Act*.
- Reporting on student fees, costs and charges**
- 35) The principal must prepare an annual report on fees and costs using the approved template.
- 36) The report must demonstrate the use of fees for the purpose they were collected and include all fees identified on the approved fee schedule:
- 37) These reports must be:
- a) submitted to finance,
  - b) included in the School Annual Report, and
  - c) made available to parents and independent students.
- Engagement**
- 38) CBE will engage with parents prior to setting, increasing or decreasing school fees.
- 39) CBE will annually publish fee schedules, waiver and refund information on:
- a) the public website, and
  - b) individual school websites.
- 40) Principals will communicate to parents and staff the waiver and refund process at least once per year.

## 6 | History

<i>Approval</i>	<i>TBD</i>
<i>Next Review</i>	<i>June 2022.</i>
<i>Revision/Review Dates</i>	<i>May 2013 June, 2007 June 2015 June 2017</i>

## 7 | *Related Information*

- Administrative Regulation 3027 - Off-Site Activities
- School Act, R.S.A. 2000.

