

	Chinook's Edge School Division – Administrative Procedure	
AP 3 – 17 School and Transportation Fees		
Related Policies:	Initial Approval:	
Related Procedures:	Last Amended: 2023 May 12	
Exhibits:	Last Reviewed: 2023 May 12	

PURPOSE

To ensure that individual students shall not be denied curricular materials due to delinquent accounts. It is necessary to charge transportation and school fees in order to supplement the cost of transportation and materials used by students.

SCOPE

This procedure applies to all staff and parents.

DEFINITIONS

None

PROCEDURES

1. The Division shall annually establish a schedule of fees at or before the April Board meeting and determine what materials will be supplied for the basic fee.
2. The Board will consult with parents prior to setting, increasing or decreasing school fees.
3. Principals will inform students and parents in their school the circumstances under which any fee or cost may be refunded.
4. Parents can request a refund of school fees through the school principal. School fees will only be refunded if the student will no longer be enrolled in the course, program, activity, etc. associated with the fee.
5. Parents can request a refund of transportation fees through the Director of Transportation. Transportation fees will only be refunded if the student is no longer in need of the transportation service.
6. School and transportation fees will be refunded as follows:
 - a. K-8 school fees will be refunded up until September 30th of each year – after September 30th no refund will be given.
 - b. Grade 9-12 school fees will be refunded up until September 30th for semester one fees and February 28th for semester 2 fees – after September 30th and February 28th no refund will be given.
 - c. Transportation fees will be refunded up until January 31 on a prorated basis – after January 31 no refund will be given.
 - d. Field Trips refunds will be addressed by the school due to the unique circumstances of each trip and possible third party involvement which may result in a refund not being possible. The school will develop a refund process for each field trip.
7. In the case of a dispute or concern in regards to fee or cost, parents can take the following steps to enable resolution:
 - a. For school or activity fees contact the principal, for transportation fees contact the Director of Transportation
 - b. If after an attempt to resolve the issue or concern with the principal, the parent still has a concern, the parent should contact the Liaison Superintendent for the school.

- c. If after an attempt to resolve the issue or concern with the Liaison Superintendent, the parent still has a concern, the parent should contact the Superintendent of Schools.
- d. If after an attempt to resolve the issue or concern with the Superintendent of Schools, the parent still has a concern, the parent should contact the Board of Education in writing. The Board will consider the concerns of the parent that expressed in writing following the procedures set out in policy [PL 2-01.5.0 Appeals to the Board](#).

8. Option / CTS Fees
 - \$10.00 per credit (25 hours)
 - Middle School CTF / Option Fees on a cost recovery basis
 - Band Instrument Rentals
9. Pre-Kindergarten Fee
 - \$200.00 / month
10. Foreign Students
 - \$9000.00
11. Transportation Fees
 - Partially Funded Students (student who reside more than 1.0 km (K-6) and 2.0 km (7-12) from their designated school) - \$200.00
 - Unfunded Students (students who reside less than 1.0 km (K-6) and 2.0 km (7-12) from their designated school) - \$500.00
 - School of Choice - \$500.00
 - Students who require a seat on more than one bus – the appropriate partially funded or unfunded student fee will be applied to each seat required on each bus
 - The \$500.00 School of choice fee for students wishing to attend a school with a population of less than 100 will be waived. Students that this waiver applies to will pay the \$200.00 fee for students who live more than 1.0 km (K-6) and 2.0 km (7-12) from their designated school.
 - Fees will be reduced by 50% for the third and subsequent children in a family
 - Kindergarten fees will be reduced by 50% because it is a part time program. However, kindergarten students that require daily transportation will still pay the full fee.
12. Student activity fees, field trip fees, extra-curricular fees and non-curricular travel shall be assessed separately on a direct cost recovery bases and shall only be used for the purposes for which they were collected.
13. The school must communicate to parents, information on the fee statement regarding what is to be supplied for the fee.
14. Schools are responsible for the collection of school fees. Transportation Services is responsible for the collection of transportation fees. Difficult collection cases that total no more than 5% of the total amount of school fees may be referred to Division Office for collection over the summer.
15. Overdue accounts may be referred to a Division approved collection agency.
16. Alternative Program Schools will set their own fees and refund procedures.
18. Waiver of School Fees

If a family is unable to pay school fees or transportation fees, they can apply to the Superintendent for a waiver of fees. This includes the set fee plus options, but does not include fees for agendas, locks,

swimming, curling, skiing, etc. These fees can be waived at the discretion of the principal. The transportation school of choice fee cannot be waived.

The required form is included as an appendix to this administrative procedure.

The parents will need to complete the form, attach the required documentation and forward to Division office, attention the Assistant Treasurer. If they do not have the required documentation, they can forward the form with a note attached so the process can at least be started. This will then prevent (or delay) the account being sent to collections.

Once all documentation has been received by the Treasurer at Division office, the documentation will be reviewed and it will be determining if the fees can be waived. This is based upon family income, but extenuating circumstances will be taken into account.

Parents and schools will be notified of any decisions made.

REFERENCE AND LINKS

[Education Act](#)

[School Transportation Regulation \(Ministerial Order #96/2019\)](#)

HISTORY

2017 Sept 20	Reviewed
2018 March 02	Reviewed
2018 April 30	Reviewed
2018 Oct 04	Reviewed
2019 April 10	Reviewed
2019 Nov 26	Reviewed
2020 Jan 15	Revised
2020 Feb 05	Revised
2020 May 14	Revised
2021 April 8	Revised
2023 April 05	Revised
2023 May 12	Revised