

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 505
PROCEDURE:	SCHOOL FEES		

BACKGROUND

The Division shall strive to provide for all students the most equitable access possible to all programs, activities and services in the Division. Any fees set by the school must be necessary and reasonable and must not impose any undue financial hardship on parents and families. With this understanding, schools may establish fees with respect to instructional supplies, materials and activities.

PROCEDURES

1. Fees for instructional supplies and materials to be charged at the school level will be set in consultation with the School Community Council as part of the annual budget development process. These will include both Division-level and school-level fees.
2. Schools are authorized to establish school-level fees for a course, activity, project or item on a cost-recovery basis only. The schedule of proposed fees shall be submitted to the Director by March 1 prior to the next school year. Approval of all school fees will be part of the regular budget cycle.
3. The schools will collect and submit PAA (Home Economics, Industrial Arts, etc) fees to the Division.
4. The revenues generated from one course shall not be used to offset expenditures of another course. Fees generated for a course must be spent on that course in the year in which the revenues are generated.
5. Revenues generated from the resale of projects for Practical and Applied Arts courses may be carried over from year to year.
6. Students who register after the commencement of the school year or semester or who leave prior to the end of the school year or semester will be charged or refunded the fee on an appropriate prorated basis.

Reference: Sections 85, 87, 108, 109, 142, 171, 173, 175 Education Act

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