
STUDENT FEES

Background

The *School Act* requires that instruction in an educational program be provided free of charge to every student of school age who is resident in British Columbia and enrolled in an educational program in a school operated by a District. It dictates that schools cannot charge fees for anything that is referred to as “educational resource material.” These are all materials and equipment necessary to meet the learning outcomes or assessment requirements of an educational program provided by the District. Educational resource material also refers to “information” represented or stored in a variety of media and formats that is used for instruction in an educational program including, with limitation, the materials referred to in Section 3 of Ministerial Order 333/99, the Educational Program Guide Order.

The District may charge fees for goods and services, as defined under School Regulation 265/89. These goods and services are provided by the District in accordance with Ministry Orders and the *School Act* section 82(3).

The purpose of this Administrative Procedure is to clarify when, and for what purposes, fees and deposits may be charged and to ensure that no student is denied an opportunity to participate in the required educational programs or activities based on financial hardship (**Administrative Procedure 506 - Hardship**).

Procedures

1. The Superintendent will ensure that the following District fee guidelines for elementary and secondary schools are adhered to in the District.
2. The Principal is responsible for drafting a schedule of school fees. The Principal shall consult with the Parents’ Advisory Council regarding any changes in the current fee schedule to enable communication to all parents. The Principal will ensure:
 - 2.1. That a schedule of fees is prepared and provided to the Superintendent for approval by May 1 of each year.
 - 2.2. That parents and students are aware of approved fees established through publication in school handbooks, school course selection guides, newsletters and other school media sources (such as the school website).
 - 2.3. The publication of fees for the following school year will take place prior to end of the current year.



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3. Principals may charge fees for the costs associated with optional field trips that add value to a student's learning experience, but where learning outcomes are not assessed. Fees that recoup the cost of transportation, accommodation, meals, entrance fees, equipment rentals, or other student costs specific to the trip, may be charged. Excluding international or overnight trips, no student shall be denied an opportunity to participate through an inability to pay. (**Administrative Procedure 506 - Hardship**).
4. Each Principal shall have well-known procedures to facilitate the participation of students who would not otherwise be able to participate in an educational program due to financial hardship. Assistance to students shall be given in accordance with **Administrative Procedure 506 - Hardship** and in a manner as to preserve the dignity of the individual and the family.

Reference: Section 20, 22, 65, 82, 82.1, 82.2, 82.3, 82.31; 82.4, 85 *School Act*
School Regulation 265/89
Ministerial Order 236/07
Ministerial Order 333/99 Educational Program Guide Order

Adopted: October 14, 1997
Reviewed: November, 2001
Revised: May 18, 2022