



Policy Manual – Finance

F.M. 07 Course and Materials Fees PROCEDURES

Guidelines

At times, parents may be asked to contribute resources in the way of time, money or materials to support some programs or activities. While no student should be excluded from participating in any school activity or event based on the ability to pay, some activities or events may require some recovery of the cost for participation. In these situations, it may be appropriate to collect a fee to offset the additional costs. A fee charge shall be permissible for an activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary, and alternatives are offered;
- Non-essential or extracurricular in nature and is not required for graduation by an individual student; or
- A voluntary upgrade or substitute of a costlier material to the material provided for course purposes.

Examples of Activities, Programs or Materials Potentially Eligible for Fee Charges;

- Optional programming such as, Advanced Placement courses or Hockey Canada Skills Academy program;
- Extracurricular trips, events or activities that are extensions to the curriculum and not required for graduation (e.g., dances, school clubs, theme days, athletics, drama, student council activities);
- Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad);
- Optional art or music supplies or higher quality woodworking, design or technology materials that students choose to use for course completion, as long as the required materials are available at no cost;
- Student activity fees (including student agendas and yearbooks)
- Co-curricular activities, special events, program enhancements or field trips (e.g., for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who choose not to participate.; or

Examples of Activities, Programs or Materials that are Not Eligible for Fee Charges;

- French cahier/workbook
- Photocopying fees
- Regular (not enhanced) art or woodworking supplies or materials
- Course notes
- Textbook fee or deposit
- Mandatory flat fees for courses leading to graduation other than specialized programming