

BACKGROUND

The charter board believes in charging reasonable fees for school resources, courses, programs and off site/off campus activities.

The charter board will leverage electronic fee and document software for the collection of school, course/program fees and parent provided transportation agreements.

The secretary-treasurer is responsible for the implementation of this procedure. Where "parent(s)" are referenced, it includes guardian(s), legal caregiver(s) and independent students.

PROCEDURES

1. Fees will be charged to parent(s) for school resources in alignment with the Education Act School Fees Regulation (i.e. a board shall not charge any fees for textbooks, workbooks or photocopying, printing and paper supplies).
2. Fees will be charged to a student's parent(s) for courses that are not required to meet the core learning outcomes at a basic level but are provided to enhance the student's learning opportunities.
3. Fees shall be assessed on a direct cost recovery basis and shall be used for the purposes for which they were collected.
4. Once the yearly approved fee schedule has been posted there will not be an increase in fees.
5. A refundable security deposit may be collected annually for the use of Fusion Education Association owned/leased assets (e.g. Parking deposit)
6. A refundable security deposit will be returned to the payer upon return of Fusion Education Association owned/leased assets in good condition.
7. The Board will approve annually the schedule of fees. Prior to an increase or decrease in fees, the school will consult with parents regarding the proposed change, via a duly constituted meeting of school council executive or a school- hosted information session. Consultation will include a rationale for the change in fee, including the amount of change.
8. School Resource Fee and Course Fee Waivers
 - 8.1 For parents seeking a fee waiver for school resource fees and course fees each year, the parent(s) must fill in a fee waiver application and provide supporting documentation that substantiates total family income. Fee waiver applications for school resource fees and course fees are available from the school's office.
 - 8.2 Upon receipt of a complete fee waiver application for school recourse fees and course fees, the school will advise all applicable parties including relevant school administration personnel and parent(s) of the student, within ten business days, the school's decision for approving or denying the fee waiver application.

SCHOOL/COURSE/PROGRAM FEES AND PARENT-PROVIDED TRANSPORTATION

- 8.3 School personnel do not have the authority to approve or deny a fee waiver application. The Secretary Treasurer has the authority to approve or deny a fee waiver application.
- 8.4 Parents may appeal the Secretary-Treasurer's decision for a fee waiver to the Superintendent. The Superintendent will either confirm or deny the appeal and advise the parent(s) of the outcome. Parents may appeal the Superintendent's decision to the minister.
9. School Resource Fee Refunds
- 9.1 If there is an excess of fee revenue over actual expenses of more than \$25 per student after the payment of all costs for an educational good or service, the Secretary Treasurer or designate shall distribute the surplus among parents and independent students who paid for the good or service in accordance with the amount paid.
- 9.2 Should a student withdraw from the school prior to September 30 a full refund of school resource fee will be provided, less the non-refundable deposit and applicable admin fees.
- 9.3 Should a student withdraw after September 30, but prior to November 30, 50% of the school resource fee will be reimbursed, less the non-refundable deposit and applicable admin fees.
- 9.4 Should a student withdraw after November 30, no school resource fee will be refunded.
10. Program, Course Fee and Summer School Refunds
- 10.1 If there is an excess of fee revenue over actual expenses of more than \$25 per student after the payment of all costs for an educational good or service, the Secretary Treasurer or designate shall distribute the surplus among parents and independent students who paid for the good or service in accordance with the amount paid.
- 10.2 Should a student withdraw from the course/program prior to September 30 for Semester 1 courses/programs or prior to March 1 for semester 2 courses/programs, a full refund of the program/course fee will be reimbursed, less the non-refundable deposit and applicable admin fees.
- 10.3 Should a student withdraw after September 30 for Semester 1 courses/programs or prior to March 1 for semester 2 courses/programs, no course/program fees will be refunded.
- 10.4 No refunds will be issued for summer school programs and course fees after the first day of summer school.

11. Parent- provided Transportation Agreement

- 11.1 Each year on or before September 30, a parent residing within the eligible transportation zone set by Alberta Education and Childcare, must sign and submit their parent-provided transportation agreement.
- 11.2 Annually, the Board approves the parent-provided transportation amount payable.
- 11.3 Parent-provided transportation amount payables are disbursed in June of each year to current-attending students who have been deemed eligible by Alberta Education and Childcare for the parent-provided transportation grant.

12. Settlement of Fees as a Condition of Registration/Re-Registration

- 12.1 Before a student can be considered as registered for the upcoming school year, parents must either:
 - 12.1.1 settle all of the current year's fees in full;
 - 12.1.2 have an approved fee waiver application on file; or
 - 12.1.3 be current on their instalment plans, where one has been granted by the Secretary-Treasurer or designate.

13. Instalment Plans

- 13.1 Instalment plans must be coordinated with the Secretary-Treasurer or designate.
- 13.2 Instalment plans shall be revoked when there are three missed or partial payments in a school year that have not been satisfactorily settled.
- 13.3 After the first instance where an instalment plan payment is missed, the Secretary-Treasurer or designate may notify the parent of the missed payment amount.
- 13.4 After the second instance where an instalment plan payment is missed, the Secretary-Treasurer or designate will communicate with the parent and issue a notice that a re-occurrence will result in the instalment plan being revoked.
- 13.5 After the third instance where an instalment plan payment is missed, the Secretary-Treasurer or designate will advise the parent the instalment plan is revoked.
- 13.6 Instalment plan payments shall be made via pre-authorized credit card, post-dated cheques or pre-authorized debit

LEGAL REFERENCE: Education Act