



Parkland School Division Administrative Procedure 522

FEES

Background

Fees are charged to provide educational and transportation services that meet the needs of the community.

Definitions

- a) Extracurricular Fees: Fees charged on a cost recovery basis for non-curricular items including the participation in clubs, sports teams, travel and other non-curriculum programs.
- b) Nature Kindergarten Fees: Nature Kindergarten is a supplementary program with a focus on outdoor education that is provided on a cost recovery basis.
- c) Full Time Kindergarten Fees: Full time Kindergarten refers to a Kindergarten program that is offered 5 full days per week. Fees are charged on a cost recovery basis for the portion that is not funded through education grants.
- d) Non-resident Tuition Fees: As per the *Education Act* 13(2), a board may charge tuition fees in respect of an individual who attends a school operated by the board and who is not a resident student of the board or any other board or the Government.
- e) Pre-K Play Partner Fees: Play Partner options may be offered to 3-year-old and 4-year-old children residing in the community in order to make Early Education programs more inclusive and diverse.
- f) School Fees: Fees charged by the schools to enhance the students learning opportunities including field trip fees, event fees, student union fees, middle and high school option courses and instrument fees.
- g) Transportation Fees: Fees are charged for bus services for the transportation to and from school for:
 - Eligible Riders;
 - Students attending their designated school who reside less than 2.4 km away from that school (ineligible riders);
 - Students attending a school of choice (cross attendance riders) – Students attending a school other than their designated school that is not a private school;
 - Students attending a private school;
 - Students requesting more than one pickup or drop off location (alternate seats).

Procedures

1. The Board shall annually approve the type and amount of fees that may be charged by the Division (Schedule 522A).
2. The Superintendent or designate shall set the school fee schedule annually (Schedule 522B).

3. No parent shall pay a fee to offset basic educational services, or that is prohibited under provincial legislation, the *Alberta School Fees and Costs Regulation* and the *Alberta School Transportation Regulation*.
4. The Principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.
5. The Principal may assign fees at the school within the limits set by the Superintendent on a cost recovery basis. Prior to charging the fee the Principal shall consult with the School Council on the amount and the reason for the fee. This consultation shall:
 - 5.1. Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback, and
 - 5.2. Provide sufficient information as to the purpose of the fee and its intended use.
6. School Fee schedules shall be posted on each school’s website and shall clearly define Division Fees and School Fees in addition to mandatory versus optional fees.
7. Schedule A and B shall be shared electronically on the Division website
8. A student transferring in after the start of the school term or out prior to the end of the school term may have school fees prorated or refunded as applicable.
9. Transportation fees shall not be refundable after the first day of school unless:
 - 9.1. The student is transferring out of the Division’s transportation boundary area, or
 - 9.2. The student moves from an ineligible rider to an eligible rider.
10. Students registering for transportation after the start of the school year shall only have fees prorated, if the student transfers in from outside of the Division’s transportation boundary. Otherwise, transportation fees shall only be prorated in special circumstances at the discretion of the Director of Transportation.
11. A *Waiver of Fees* shall be made available, based on income level or extenuating circumstances of **all parents** as defined by S47 of the *Family Law Act* unless there is a court order that directs financial responsibility. The *Application for Waiver of Fees* (Schedule 522C) shall be completed and the final decision rests with the Associate Superintendent, Corporate Supports and Services.
12. Disputes arising with respect to the levied fees shall be brought to the attention of the Associate Superintendent, Corporate Supports and Services for a resolution.

Reference:	Education Act 13, 23, 39.1, 44, 49, 51, 52, 57, 59, 60, 61, 113	Approved:
	Family Law Act	Date
	School Fees Regulation (95/2019)	Approved:
	School Transportation Regulation (96/2019)	Reviewed or Revised:

Schedule 522A: FEE ALLOWANCES FOR 2022-2023

	2021-2022	2022-2023
1.0 TRANSPORTATION FEES FOR		
Ineligible Urban students attending their designated school who reside less than 2.4km away		
1.1 Kindergarten (<i>full-day/half-time</i>) *	\$262	\$287
1.2 Grades 1 to 12 and Full Time Kindergarten	\$525	\$575
1.3 Maximum Rate Per Family	\$1,315	\$1,438
Ineligible Rural students attending their designated school who reside less than 2.4km away		
1.4 Kindergarten (<i>full-day/half-time</i>) *	\$225	\$260
1.5 Grades 1 to 12 and Full Time Kindergarten	\$450	\$520
1.6 Maximum Rate Per Family	\$1,125	\$1,300
Students attending a school other than their designated school		
1.7 Kindergarten (<i>full-day/half-time</i>) *	\$322	\$347
1.8 Grades 1 to 12 and Full Time Kindergarten	\$645	\$695
1.9 Maximum Rate Per Family	\$1,615	\$1,738
Eligible students attending their designated school who reside more than 2.4km away		
1.10 Kindergarten (<i>full-day/half-time</i>) *	\$30	\$32 ^{.50}
1.11 Grades 1 to 12 and Full Time Kindergarten	\$60	\$65
1.12 Maximum Rate Per Family	\$150	\$163
Students attending a private school		
1.13 Private School Grades Kindergarten (<i>full-day/half-time, Under 2.4 Km</i>) *	\$525	\$550
1.14 Private School Grades 1 to 12 and full-time kindergarten	\$1,050	\$1,100
Students requiring an additional drop off/pickup location		
1.15 Alternate Seat Fee Kindergarten (<i>full-day/half-time</i>) *	\$262	\$287
1.16 Alternate Seat Fee Grades 1-12 and full-time kindergarten	\$525	\$575
1.17 Alternate Seat Fee (<i>max. per family</i>)	\$1,315	\$1,438
Other Transportation fees		
1.18 Administrative Fee (Replacement bus pass/ Temporary bus pass, NSF payments, Cancellation before School Starts)	\$20	\$20
1.19 Change Fee (Major Route Change)	\$50	\$50

* Kindergarten transportation is for full day kindergarten two days per week with alternating Fridays. Every day kindergarten programs will be charged the grade 1-12 rate.

2.0 NON-RESIDENT TUITION FEES

2.1	Mild Disability/Disorder	\$16,000	\$16,000
2.2	Moderate Disability/Disorder	\$22,500	\$22,500
2.3	Severe Disability/Disorder	\$33,750	\$33,750
2.4	Complex/Profound Disability/Disorder	\$45,000	\$45,000
2.5	English Language Learners	\$16,000	\$16,000
2.6	International / Out of province Students Tuition	\$12,500	\$12,500
2.7	International Students Non-refundable application fee	\$250	\$250

3.0 OTHER

3.1	Nature Kindergarten <i>(\$600/Month)</i>	\$6,000	\$6,000
3.2	Pre-K Play Partner Fees <i>(\$400/Month)</i>	\$4,000	\$4,000
3.4	Adult Tuition Fee (per credit)	\$110	\$110
3.5	Summer School Processing Fee	\$50	\$50
3.6	Summer School book deposit (Refunded on return of book)	\$100	\$100
3.7	My Path Program <i>(\$250/Month)</i>	\$2,500	\$2,500

Schedule 522B: SCHOOL FEE SCHEDULE FOR 2022-2023

E = Early Years (K-4) M = Middle Years (5-9) S = Senior High (10-12)

Common Items

The following are items common to schools across Parkland School Division. Schools may charge any fee up to and including the identified cap.

Item	Grade Level	Maximum Chargeable Fee
Cultural Events	E / M / S	\$25
Instrument Fees	E	\$10
	M / S	\$75
Memory / Year Book	E / M	\$25
	S	\$60
Student Union/Leadership	E / M / S	\$11
<i>* Portion may be refunded at the end of the year</i>		

Full Time Kindergarten

- \$4,000 per year (\$400 monthly)

Middle School Option Courses / CTF

Fees for each of the following courses cannot exceed the cap of \$50 per course:

- Career and Technology Foundations
- Ethics
- Environmental and Outdoor Education
- Art
- Fine Arts
- Drama
- Music

Senior High CTS/Option Courses

Fees for each of the following courses cannot exceed the cap of:

- Three (3) credit course – maximum of \$55
- Five (5) credit course – maximum of \$80

Field Trips

Trips are to be charged on a cost recovery basis only (Includes all curricular fieldtrips including activities such as swimming and skating)

- "A" Trips (Day Trips) – maximum of \$115 per year
- "B" Trips (Overnight Trips within Canada) – maximum of \$215 per

Physical Literacy and You (PLAY) Parkland

- Physical literacy enrichment program – maximum of \$110 per year

Supplementary Fees

- Money raised from fees shall be utilized for the purpose for which it was obtained
- At the commencement of each school year, schools must provide School Councils and parents with a list of field trips planned for the year, along with identified costs for same. Trips are to be charged on a cost recovery basis only.

The Fee Schedule is set annually by the Superintendent.

Schedule 522C: APPLICATION FOR WAIVER OF FEES

Application Deadline – March 31, 2023

- Waiver of fees covers course fees and other mandatory school fees.
- Waiver of fees does not cover fees related to transportation charges for students attending a school other than their designated school (cross attendance fee), alternate seats, students attending a private school, extra-curricular activities or other fees such as Nature Kindergarten, Full time Kindergarten or Early Education fees.
- Complete Section A and B or C.

Section A: Applicant Information (Parent/Guardian or Independent Student)			
LAST NAME		FIRST NAME	
STREET ADDRESS		CITY	PROVINCE
CODE		POSTAL	
HOME TELEPHONE NO.	BUSINESS TELEPHONE NO.	EMAIL ADDRESS	
Number of people residing in household: No. Adults _____ No. Children _____			

Name of Student(s)	School(s) Attending	Description of Fees to be Waived (e.g. school fees, transportation fees, etc.)	Fee Amount

Section B: Confidential Financial Information (If none of the following apply please complete Section C:)

- I have attached a copy of a 2021 Proof of Income Statement from The Canada Revenue Agency **FOR ALL PARENTS** as defined by S47 of the Family Law Act unless there is a court order. **If Proof of Income Statement is not provided for ALL parents, this option will not be considered.** To obtain a Proof of Income Statement, call the Canadian Revenue Agency at 1-800-959-8281.
- I have attached a copy of a valid Social Services Health Benefits card (must list dependent student(s)).
- I have attached a copy of my Alberta Works Health benefit card WITH proof of eligibility letter (must list dependent student(s)).
- I am an independent student and have attached the Declaration of Independence form signed by the school counsellor.

Section C: Exceptional Circumstances

- My circumstances are exceptional and I have met the requirements described on page 2 of this form.

I certify the information provided on this application and in any documents attached is correct and complete. I also understand that all financial and other information provided is confidential.

Signature of Applicant	Date

Signature of Principal or Designate	Date

Signature of Associate Superintendent Corporate Supports and Services or Designate	Date

The following chart of family income levels outlines how the waiver of fees will be determined for the 2022-2023 school year. Statistics Canada information is used as a guideline.

# in Family	100% Waiver	50% Waiver
1 Person	<\$24,258	\$24,258- \$32,263
2 Persons	<\$29,870	\$29,870- \$39,727
3 Persons	<\$36,720	\$36,720- \$48,837
4 Persons	<\$44,584	\$44,584- \$59,297
5 Persons	<\$50,567	\$50,567- \$67,254
6 Persons	<\$57,032	\$57,032- \$75,853
7 or more Persons	<\$63,496	\$63,496- \$84,450

Exceptional Circumstances

For fees to be waived based on exceptional circumstances, the following are required:

1. A detailed letter explaining your circumstances;
2. Documents that provide proof of your exceptional circumstance, such as:
 - 2.1. Photocopy of your current report card and a cheque stub for Employment Insurance Benefits (Name and amount received must be visible).
 - 2.2. Letter from your present employer stating your current gross income.
 - 2.3. Letter from the school/university you are attending fulltime or a photocopy of your student loan.
 - 2.4. A current statement from Social Services certifying that the applicant is on social assistance and the student(s) is/are dependent(s) of the applicant.
 - 2.5. Resettlement assistance program documents.
3. Signature of the student(s) school principal. If multiple students are listed on the form only one signature is needed.

Final decision rests with the Associate Superintendent, Corporate Supports and Services

Sign and return the completed application form and supporting document(s) to your school or to:

Centre for Education
 Associate Superintendent, Corporate Supports and Services
 4603-48 Street
 Stony Plain, AB T7Z 2A8

Please mark "CONFIDENTIAL – WAIVER" on the envelope.

It is important to note:

Until you have been notified that your request for a waiver has been approved, you are liable for your assessed fees.

It is our goal to process waiver of fees applications within 3 weeks of their receipt. If you submitted a waiver of fees application and have not heard back within this time frame, please contact our office.

Phone: 780-963-4010
 Toll Free: 1-800-282-3997 (only in Alberta)
 Fax: 780-963-4169
 Email: payments@psd.ca