STUDENT FEES

Scope

This policy applies to all schools under the jurisdiction of the Cape Breton-Victoria Regional School Board.

Purpose

To ensure that student fees for any given year are fair, reasonable, and not excessive. Multiple fees may be combined into a single payment, but a comprehensive breakdown of all the component fees and their purposes must be provided to students, families and the Cape Breton-Victoria Regional School Board when requested.

Policy Statement

The Cape Breton-Victoria Regional School Board believes that public schooling should be “free” as established under the Education Act of Nova Scotia. The Board stipulates that “free” is to mean that students are not charged fees for goods and services provided to students without which the student could not meet required learning outcomes or assessment requirements of an educational program as described in the Public School Program.

However, because the Cape Breton-Victoria Regional School Board believes that students will benefit when additional funds are collected through fees to enhance or enrich the basic mandatory requirements of the Public School Program, the Board deems it appropriate for schools to charge student user fees for such enrichment/enhancement provided such fees are fair, reasonable, used directly to defray the costs for the purposes cited, and are an accurate reflection of the costs of the materials, services or activities.

Within these conditions, the Cape Breton-Victoria Regional School Board acknowledges that it may be appropriate for schools to charge student user fees; consequently, it permits schools the option to charge fees for any activity or event which is optional for students and not part of the required Public School Program. These events could be, but are not limited to:

i) fees to recover actual expenses for in-school presentations such as theatre presentations directly related to learning outcomes,
ii) fees to recover actual expenses in respect of voluntary or optional curriculum-related activities directly related to learning outcomes; expenses may include transportation, entrance fees and equipment rental, but shall not include substitute teacher costs.

Cross Reference

- Education Act and Regulations, NS Department of Education & Early Childhood Development
- School Based Funds Policy (FIN 116) Cape Breton-Victoria Regional School Board

Authorization

The policy has been authorized by the Board under motions number 2014-11-12.

Responsibility

It is the responsibility of the Director of Programs and Student Services to ensure that this policy and administrative procedures are implemented.

Implementation

The Coordinator of School Services will implement the policy and administrative procedures.

Procedures

1. Schools must keep detailed and accurate accounts of the payment of all student fees including a full financial accounting of all monies collected and the purposes for which the fees have been collected as per School Board Policy: School Based Funds (FIN 116).

   a. Receipts are to be provided promptly to students/families whenever fees are collected.
   b. The school is to keep in a secure place a copy or record of every receipt issued to students/families.
   c. All receipts issued at any time during a particular school year are to be maintained in accordance with the School Board Policy: School Based Funds (FIN 116).
   d. Student fees shall be used within the school year in which they are collected, as they are meant to benefit the students from whom they are collected.
2. No student shall be excluded from an activity, event or elective course because of his/her inability to pay the fees charged for that activity, event or course. Schools are required to facilitate participation by students who are unable to pay so that no student shall be denied the opportunity to participate in those activities which are integral to a course. This shall be done in a sensitive and confidential manner.

Associated Forms

Policy Review

This policy will be reviewed by the Director of Programs and Student Services within three years from this authorization date.

Distribution

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