

## **ADMINISTRATIVE PROCEDURE 340 SCHOOL FEES**

The following guidelines are to address circumstances where parents/guardians/caregivers and/or students may have difficulty paying school fees for required courses or programs. The guidelines, although specific to circumstances of inability to pay, are applicable to any circumstance where fee payment is a concern. It is the District's expectation that all such circumstances be handled in a sensitive manner.

### **GENERAL:**

1. Consideration should be given to the fact that some parents/guardians/caregivers have several children in our schools and fees can have a significant impact on the family budget.
2. As much as reasonable, school fees at each level should be consistent.
3. Date due on invoices should be realistic, include payment options, and have a reasonable description of charges.
4. A clearly identified contact at the school should be named on the invoice should parents/guardians/caregivers or students have questions or concerns.
5. Fee lists, even if tentative, should be published in June to allow parents/guardians/caregivers ample time to budget for the new school year.
6. Student report cards are not to be withheld where fees are in arrears.

### **ALTERNATIVE PAYMENT:**

1. School personnel dealing with parents experiencing financial difficulty should be prepared to, where appropriate:
  - a) Waive fees to ensure no student is denied access to required program or activity.
  - b) Make parents/guardians/caregivers aware that if fee payment is a problem they may approach the school and be assured that confidences will be respected.
  - c) Ensure that staff, who need to know of the alternative payment provisions, are so informed.