

## STUDENT FEES AND DEPOSITS

### Background

Section 82 of the *School Act* states the District must provide free-of-charge, to school-age students, resident in the District and enrolled in an educational program at one of its schools the following:

- Instruction in an educational program sufficient to meet general graduation requirements, including instruction after graduation for students still of school-age, and,
- Educational resource materials necessary for participation in the educational program, unless those programs are exempted by Ministerial Order 236/07.

The District may charge fees for goods and services in accordance with Ministerial Order 236/07 and Section 82 of the *School Act*. The District may also require refundable or partly refundable deposits for educational resource materials in accordance with Section 82 of the *School Act*.

The Superintendent will ensure that a schedule of fees and deposits required is published prior to the beginning of the school year and is available to students and parents/guardians.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, principals will facilitate fair and confidential procedures which will allow participation in activities by students who would otherwise be excluded due to financial hardship.

### Procedures

The purpose of this Administrative Procedure is to clarify the fees and deposits that may be charged by schools and to provide a process to ensure that students are not excluded from participation in school activities due to financial hardship.

#### 1. Deposits

- 1.1 In accordance with Section 82 of the *School Act*, the District may require deposit(s) for educational resource materials, such as textbooks, reusable workbooks, novels and other resource materials. The District will refund all or part of the deposit to the student upon return of the educational resource materials. Students will be advised of the terms of the deposit at the time that the deposit is required.

2. Fees for Materials Taken Home, Supplies and Equipment for Personal Use and Rental of Instruments
  - 2.1. Subject to Ministerial Order 236/07, the District will not charge fees for goods and services without which the student could not meet required learning outcomes or assessment requirements of an educational program provided by the District.
  - 2.2. Students who choose projects with material costs that exceed the basic materials must have the permission of their teacher and parents. Such project materials may be supplied by the student or purchased from the school.
  - 2.3. In accordance with Ministerial Order 236/07, the District may charge fees to students for:
    - 2.3.1. Materials used in goods that are intended for the student to take home for personal use or as a gift (e.g., material used for projects in Technology Education, Textiles or Art);
    - 2.3.2. The purchase of paper, writing tools, calculators, student planners, exercise books, and other supplies and equipment for a student's personal use (e.g., where the school offers these supplies for sale to students and students do not bring their own supplies to school);
    - 2.3.3. The rental of a musical instrument for a student's personal use.
  - 2.4. In accordance with Ministerial Order 236/07, the District expects that students will attend school with:
    - 2.4.1. Appropriate personal clothing for school activities (e.g., gym strip, footwear, outerwear, aprons);
    - 2.4.2. Personal safety equipment (e.g., safety boots and gloves);
    - 2.4.3. Musical instrument (where the student is enrolled in a band or strings program);
    - 2.4.4. Appropriate materials, supplies and equipment for the student's personal use (e.g., pens, pencils, erasers, exercise books, rulers, calculators, film and paper).
  - 2.5. In accordance with Section 82.1 of the *School Act*, the District may charge a student enrolled in a Specialty Academy fees related to the direct costs incurred by the District in providing the Specialty Academy that are in addition to the costs of providing a standard educational program.
3. Establishing Annual Fees Schedules
  - 3.1. Prior to each school year the Principal, after consultation with teachers, students, and parents, will recommend to the Superintendent a schedule of school fees and deposits for the school.
  - 3.2. The Superintendent may establish District fee guidelines for elementary, middle and secondary schools.

#### 4. Financial Hardship

- 4.1. Principals are responsible for establishing a procedure to facilitate participation in school activities by students who would otherwise be excluded due to financial hardship. Principals will consult with teachers, students and parents in the development of such a procedure.
- 4.2. The procedure must incorporate the principles of fairness, respect, dignity, confidentiality and sensitivity. Students, parents and staff will be advised of usage.
- 4.3. All communications with students and parents regarding fees and deposits must include a statement explaining that fees will not be a barrier to student participation in school activities. No student will be denied educational opportunities offered at the school due to financial hardship.
- 4.4. In secondary schools, the statement explaining that no student will be denied educational opportunities offered at the school will be published along with the fee schedule in the school course selection handbook. The procedure for addressing financial hardship will also be included in the handbook.

*Reference: Sections 20, 22, 65, 82, 82.1, 85 School Act  
Ministerial Order 236/07*

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

---

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)