

# **CALGARY BOARD OF EDUCATION**

Approved: June 11, 2007

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## **Administrative Regulation 7005 Student Fees**

Review  
date: July 1, 2009

### **STATEMENT**

The Board of Trustees Governance Policy EL-18: Student Fees sets guidelines for student fees charged to parents and independent students for instructional supplies and materials and charges for off-site activities. This Administrative Regulation implements the direction of the Board of Trustees.

### **WHO SHOULD READ THIS?**

- All Principals
- All school business officers
- All school council members and key communicators
- All Area Directors

### **REGULATION IMPLEMENTATION**

- All Principals

### **REGULATION INTERPRETATION AND RESOURCE**

- Manager, School Financial Operations

### **WEBSITE ADDRESS**

- <http://www.cbe.ab.ca/Policies/policies/AR>

**Administrative Regulation 7005  
Student Fees**

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**PART 1  
GENERAL**

- Purpose**
1. The purpose of this transitional regulation is to:
    - (a) Establish which items the Calgary Board of Education considers to be instructional supplies and materials;
    - (b) Provide for a fee to ensure all students have access to reasonably priced, appropriate and consistent instructional supplies and materials;
    - (c) Provide a framework for off-site activity costs paid by parents and independent students; and
    - (d) Provide guidelines for the collection and refund of Division 3 and 4 security deposits for instructional supplies and materials.
- Principles**
2. In the application of this regulation the following principles apply:
    - (a) The Calgary Board of Education, principals, parents and independent students have shared responsibility for the costs of instructional supplies and materials and off-site activities;
    - (b) The instructional supplies and materials fee charged to parents and independent students will be transparent; and
    - (c) No student will be denied access to instructional supplies and materials due to an inability to pay an instructional supplies and materials fee.
- Definitions**
3. In this regulation:
    - (a) "**instructional supplies and materials**" means supplies and materials deemed by the Calgary Board of Education to be necessary to the instruction of students, including:
      - (i) textbooks, workbooks, novels and other written materials,
      - (ii) paper and per page photocopying costs of material provided in lieu of, or in addition to, the items in (i),
      - (iii) items purchased by a school or program and provided to students in Kindergarten and Divisions 1 and 2, and

- (iv) items required for Division 3 and 4 Career and Technology Studies courses;
- (b) **“instructional supplies and materials fee”** means a fee charged by the Calgary Board of Education to offset, in whole or in part, the costs of instructional supplies and materials;
- (c) **"off-site activity"** means an educational, cultural or recreational excursion away from the school taken by students under the direction and supervision of a teacher;
- (d) **"optional items and events"** means items or events available at or sponsored by a school or program which are not:
  - (i) instructional supplies and materials,
  - (ii) off-site activities, or
  - (iii) necessary to the instruction of students; and
- (e) **"security deposit"** means a refundable deposit charged to ensure the return of certain instructional supplies and materials in good condition.

**PART 2**  
**INSTRUCTIONAL SUPPLIES AND MATERIALS FEE**

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| <b>Instructional Supplies and Materials Fee Exemptions</b> | 4. | A principal must charge parents and independent students an instructional supplies and materials fee.  |
|  | 5. | A Director of Student Services Support may direct that students enrolled in specified schools or programs are exempt from payment of the instructional supplies and materials fee.   |
| <b>Waiver</b>  | 6. | A parent or independent student may apply to the Secretary-Treasurer, or designate, for a waiver of the instructional supplies and materials fee.  |
| <b>Access to Curriculum</b>                                | 7. | <p>(1) A student may not be denied access to instructional supplies and materials due to an unpaid instructional supplies and materials fee.</p> <p>(2) A principal may prohibit a student from removing instructional supplies and materials from the school, if the instructional supplies and materials fee has not been paid or a waiver obtained.</p> |

**Student  
Transfer**

8. (1) If a student transfers from a school or program to another Calgary Board of Education school or program during a school year, no additional instructional supplies and materials fee will be charged.
- (2) If a student leaves the Calgary Board of Education or commences home schooling prior to March 1 of a school year, the principal must refund a portion of the instructional supplies and materials fee paid by the parent or independent student, upon request of the parent or independent student, as follows:
- (a) For a student departing prior to September 30, a refund of 90% of the instructional supplies and materials fees paid;
- (b) For a student departing between October 1 and January 31, a refund of 50% of the instructional supplies and materials fees paid; and
- (c) For a student departing between February 1 and February 29, a refund of 40% of the instructional supplies and materials fees paid.

**Family  
Maximum**

9. A parent who has paid instructional supplies and materials fees in excess of the family maximum established by the Calgary Board of Education may apply to the Treasury and Revenue Department for a rebate of amounts paid in excess of that family maximum.

**PART 3  
OPTIONAL ITEMS AND EVENTS**

**Costs of  
Optional  
Items and  
Events**

10. (1) A principal may require parents and independent students to pay the costs of optional items and events in an amount up to but not exceeding the actual cost of providing the optional item or event to the student.
- (2) A charge for an optional item or event must not include facility rental charges for Calgary Board of Education facilities.
- (3) A student who has not paid the costs, may be denied access to an optional item or event.



(3) For students enrolled in Division 3, a security deposit will be collected at the time of enrollment and refunded when the student leaves the school or program, less any deductions for damage or loss of instructional supplies and materials.

(4) For students enrolled in Division 4, a security deposit will be collected and refunded each school year, less any deductions for damage or loss of instructional supplies and materials.

- Exemptions** 16. A Director of Student Services Support may direct that students enrolled in specified schools or programs are exempt from collection of a security deposit.
- Waiver** 17. A parent or independent student may apply to the principal for a waiver of the security deposit. A student who has received a waiver of the instructional supplies and materials fee will receive a waiver of the security deposit.
- Student Transfer** 18. (1) If a student transfers from a school or program to another Calgary Board of Education school or program during a school year, no additional security deposit will be collected.
- (2) If a student leaves the Calgary Board of Education or commences home schooling during a school year, the principal must refund the security deposit, less deductions for damage or loss of instructional supplies and materials.

**Approved:**

## References

- Legal References:**
- School Act, R.S.A. 2000, c. s-3, ss. 60(2)(h) and (j)
- Governance Policy References:**
- Executive Limitations, EL 18: Student Fees
  - Executive Limitations, EL 18E: Student Fees Report
- Calgary Board of Education  
Administrative Regulations  
References:**
- 3027 - Off-Site Activities
- Calgary Board of Education  
References:**
- School Information Package, the information package for Calgary Board of Education Schools published annually by School Support Services.
- Contact Person:**
- Manager of School Financial Operations