

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION B: ADMINISTRATION**

<b>STUDENT FEES</b>	<b>PROCEDURE</b>
<b>EFFECTIVE:</b> 2011 10 25 / 2017 04 25	

**APPLICABLE REFERENCES:**

- Policy and Directive – Student Fees
- Policy and Procedures – Educational Excursions
- Policy and Procedures – Fundraising
- Policy, Procedures and Directive – School Generated Funds
- Education Act, Ontario: s32(1) and s170(1) paragraph 13
- Ministry of Education – Guidelines for Fees for Learning Materials and Activities

**ADMINISTRATIVE PROCEDURES:**

**1.0 Responsibility**

- 1.1 The Treasurer of the Board will be responsible for the implementation of this policy and procedure.
- 1.2 The Planning and School Business Support Services Department will be responsible for developing and maintaining the *Student Fees Directive*.
- 1.3 The Principal will be responsible for ensuring that all individuals involved in the planning, collection, accounting, management and reporting of student fees understand and abide by the policy, procedure and directive related to student fees.

**2.0 Expectations**

The Province of Ontario provides for a publicly funded school systems in which all qualified resident pupils have a right to attend without the payment of fees. These procedures do not apply to tuition fees for visa students, international students, First Nations, Métis or Inuit students who are living on a reserve, or continuing education students. These procedures do not address fees for early learning programs offered outside the regular school day or other before and after school programs.

- 2.1 In compliance with the Ministry of Education’s Guidelines for Fees for Learning Materials and Activities, fees will not be charged for materials or school activities that are required to meet the core curriculum expectations of any course or grade.
- 2.2 Student fees may be charged for enhanced programming and materials, optional programming and student activities that are beyond the core curriculum requirements.

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- 2.3 The purpose of a student fee must align within the Board's mission and values, reflect the needs of the School Improvement Plan and enhance student learning and well-being.
- 2.4 All activities and programs requiring student fees must comply with Board Policy, Procedures and Directives.
- 2.5 A *Student Fees Directive* for the accountability, reporting and collection of student fees will be developed, maintained and publicly posted.
- 2.6 Student fees are not required for academic achievement and therefore are optional.

#### 3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.
- 3.2 Section 32(1) of the Education Act states that "A person has a right, without payment of a fee, to attend a school...in which the person is qualified to be a resident pupil." Section 170(1) paragraph 13 states that, "Every board shall,...provide, without charge for the use of pupils...the textbooks that are required by the regulations to be purchased by the Board."

#### DEFINITIONS:

**Student fees** - Student fees are optional amounts used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extracurricular activities, school dances, theme days, etc.

**Enhanced programming and materials** - Enhanced programming and materials are optional enrichments or upgrades to the curriculum activities beyond what is necessary to meet the learning expectations for a particular grade or course. They represent superior products or consumables to that offered by the school and may be chosen by the student at their own expense.

**Optional programming** - Optional programming refers to optional courses or activities that students normally choose to attend through an application process. Examples would be an advanced placement program.