



Student Fees Directive

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Section 1 Purpose of Student Fees Directive

Introduction

Student Fees are charged at the school level from a number of different reasons and used in a number of different ways to enhance the learning and educational programs for students. Student Fees will only pertain to enhanced programming and materials, optional programming and student activities that are beyond the core curriculum requirements, or for an upgrade / substitute of a costlier material than which is being provided.

Objectives

- To meet the requirements of Board Policy and Procedure – Student Fees.
- To align to Ontario Ministry of Education (MOE) guidelines.
- To provide appropriate guidance, authority and protection to school staff by providing specific administrative procedures for recording and reporting of Student Fees.
- To meet the public’s expectations and validate the public’s trust regarding the stewardship of Student Fees.
- To ensure consistency and standardization of guidelines across all schools.
- To simplify (as much as possible) the procedures for schools in administering, recording and reporting the various types of funds and expenditures flowing through the school.

About the Directive

- Although organized by topic, the information presented in a particular section is not inclusive and should not be read in isolation from another section.
- Schools are required to adhere to this Directive.
- It is expected that this document will be updated on a periodic basis to reflect changes as required.
- To ensure compliance, this Directive is relevant with the inclusion of other Board policies including but not limited to:
 - School Generated Funds
 - Fundraising
 - Educational Excursions
 - Cash Collections Procedure
- Forms referenced in the Directive are available on the SCCDSB website under Finance Forms and/or School Office

Section 2 Student Fees

Introduction

Student Fees are charged to offer enhanced or optional programming, or for supplementary learning materials beyond the core curriculum. These fees are under the discretion of the School Principal.

Objectives

- To identify and classify the types of Student Fees to which this Directive applies.
- To outline the generally acceptable uses of these funds.

Details

2.1 Expectations of Student Fees

- All Student Fees must comply with Board policy and procedures
- Where fees are permitted, they should be minimized as much as possible
- Student Fees will not impede full student participation in school programs and activities regardless of individual economic circumstances.
- Secondary general student fees are those collected to be used for the majority of students in the general school student body.
- Student Fees must be used for the intended and communicated purpose.
- Students involved in extra-curricular opportunities will be made aware of any additional fundraising obligations or participation fees prior to making a commitment to participate.
- Student Fees must be used for the students within the school year collected. Any amounts carried forward into the next school year from any student fee require a documented plan and should be kept to a minimum

2.2 Classification of Student Fees

For the purpose of reporting to the Ministry of Education, the following are classifications of Student Fees:

Student Fees

Student Specific Fees

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

Secondary General Fees

Secondary General Fees are optional amounts that are used to supplement a student's school experience for activities that support the general school population and provide support for student recognition programs, school dances, theme days, religious retreats etc. Fees may also support the spirit of the student body by being allocated as minor subsidies of student, class, team or club specific fees.

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. For example, in some performance and production courses (for example, music, woodworking), students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade.

Optional Programming

Optional programming refers to optional courses or activities that students normally choose to attend through an application process.

2.3 Acceptable and Unacceptable Student Fees

A fee charge shall be permissible for an activity, material, course or program if it is:

- Not required as part of the regular day school program.
- Optional, an enhancement or supplemental learning material, and alternatives are offered.
- Non-essential or extracurricular in nature and not required for graduation by an individual student.
- An optional upgrade or substitute of a costlier material to the material provided for course purposes.

Student Fees are not permissible:

- For an activity, material, course or program if it is required for the successful completion of a required course or credit.
- For an active student's report card or transcript regardless if it to withhold based on an inability to pay a course/program fee.

Special Note:

Fees which relate to the Student Fees Policy, Procedure and Directive are exclusive of fees related to visa or international students, First Nations, Métis or Inuit students who are living on a reserve, continuing education learners, an adult credit course or early learning programs offered outside of the regular school day or other before and after school programs.

2.4 Examples of Activities, Programs or Materials ELIGIBLE for Fee Charges

Student Specific Fees:

It is understood that costs will vary depending upon availability of money subsidized through fundraising activities, scale, quality of materials selected, how items are bundled (e.g., activity card and yearbook, etc.).

- Student agendas (when not a mandatory item)
- Special Events
 - Fall Festival games & events - foods, prizes, game pieces
 - School Dances, semi-formals and prom
 - Friendship Games - food & drink, ribbons
- Participation in extra-curricular sports teams or events:

- Rental of facilities (rinks, fields)
- Costs of jersey or other student specific equipment
- Costs of tournament or entry fees as well as associated accommodation and travel
- Participation in extra-curricular school clubs:
 - Band, Cheerleading, Robotics
- Fees for printing and mailing transcripts or OSSD certificates to inactive students
- Guest speakers
- Student Yearbooks
- Special student lunch days
- Optional purchases of school spirit wear and items
- With respect to athletic teams, a deposit cheque may be requested when a uniform is being loaned for student use. This cheque will be held until the end of the season and will only be cashed if the loaned uniform is not returned in good condition.
- Secondary General Fees are to be used for the purpose of special events where the majority of pupils may participate.
- Catholic retreats, Mass (hosts, flowers, Accompanist, Priest, equipment rental)
- Student assemblies and guest speakers
- Costs associated with graduation
- For minor subsidies for the cost of student specific activities including school dances, guest speakers, theme days
- For minor subsidies of student, class, team or club specific fees.

Enhanced Programming and Materials:

- Field trips, events or excursions that are an extension of the curriculum and not mandatory as part of the completion of the grade/course (tests/exams cannot refer to information only available to participants of the excursion). Alternate activities must be provided to students not participating.
- Library book fairs
- Participation in enhancements to the physical and health education programs that are not required to complete as part of a course such as:
 - Dance lessons, Curling, Ice rentals, Self-defense
- Catholic Retreats
- Cost recovery for the replacement or repair of lost, damaged or broken materials such as:
 - Textbooks, Workbooks, Library books, Music/math/science supplies
 - Vandalism of a locker or other school materials
- Student specific school uniforms and gym uniforms
- Learning materials that are optional for the completion of the grade/course, where required materials are available at no fee, such as:
- Optional sewing kits and fabrics for home economics
- Higher quality materials for projects
- Superior construction materials other than those offered
- Superior art supplies
- Consumable musical components in excess of established minimum (reeds)
- Optional participation in retreats for sacramental preparation or the religious education programs. Alternate activities must be provided to students not participating.

Optional Programming

- Specialist High Skills Major (SHSM) Programs

- Ontario Youth Apprenticeship Programs
- Advanced Placements

2.5 Examples of Activities, Programs, or Materials INELIGIBLE for Fee Charges

- Registration or administration fee for regular day school students
- Textbook fee or deposit
- Field lining (to be expensed from Board funds)
- Major equipment or team uniforms (To be budgeted from Board funds and/or supplemented by school fundraisers)
- Locker fee or lock deposit if mandatory (locks to be purchased from Board funds)
- Learning materials that are required for the completion of the grade/course, such as:
 - Language workbooks
 - Accounting ledgers
 - Mathematics workbooks
 - Recorders and reeds
 - Standard art, math or science supplies
 - Lab and science materials or safety goggles
 - Musical instruments
- Field trips or excursions where participation is mandatory for the completion of the grade/course or a quiz/test/project
- Items that are funded through the allocated budget of the school board, such as:
 - Computer equipment
 - Staff development and training costs
 - Classroom supplies,
 - Physical education equipment
- Learning materials that are required to meet the learning expectations of the grade/course but are consumed by the student and cannot be used again by another student in the next year/semester
- Fees for printing and mailing transcripts or OSSD certificates to active students
- Timetables or admit slips
- Mandatory participation in retreats for sacramental preparation or the religious education program
- Mandatory participation in physical and health education programs that are required to complete the course
- Mandatory flat fees for any course leading to graduation other than optional programming

Section 3 Accountability – Roles and Responsibilities

Introduction

The Board has a responsibility to ensure that all Student Fees are collected in accordance with Board policies and procedures and in compliance with the Ministry of Education Fees For Learning Materials and Activities Guideline. This responsibility includes ensuring that all fees are adequately protected, that they are controlled through proper accounting procedures and that accountability for the funds is maintained.

Objectives

- To clarify the roles and responsibilities of individuals involved in the oversight, administration, collection and use of Student Fees.

Details

3.1 Senior Business Official and Treasurer of the Board or Designate

- Establish and oversee procedures for Student Fees.
- Ensure training is provided to staff on the appropriate application of the Directive.
- Report to the School Superintendent:
 - If school's fees are not in compliance with the Ministry of Education or Board.
 - Failure for staff to follow Student Fee Policy, Procedures or Directive

3.2 School Superintendent

- Reinforce to Principals the need to adhere to Board policies and procedures and directives.
- Review the annual Secondary General Student Fee budget and proposed allocation.
- Report to the Senior Business Official or designate:
 - If fees are not in compliance with the Ministry of Education or Board.
 - Failure to follow any policy or directives

3.3 Principal

- Ensure that the Student Fees are in compliance with Board Policies, Procedures and Directives.
- Ensure consistency in messaging across the Board.
- Review student fees on an annual basis with the staff and Catholic School Community Council.
- Provide reports of fees schedules for the upcoming school year will be made widely available to the school community using various options including but not limited to school newsletters.
- Provide reports of fees schedules for the upcoming school year will be made widely available to the school community using various options including but not limited to school newsletters.
- Ensure that the basic cost of materials and activities for a course or program are provided through school operating budgets.
- In June for the following school year, Secondary Schools are to provide to the School Superintendent and Officer Finance a projected itemized budget of General Fees and expected allocations related to the cost per student (Form: General Fee Summary)

- Consistently review and approve all Student Fees requests/budgets (Form: Sample School Fee Budget Form) being proposed at the school prior to publication or collection.
- Communicate responsibilities to staff members.
- Ensure that Student Fees are used as intended.
- Ensure that the administration, recording and reporting of Student Fees are managed with the practices as set out in the Student Fees Directive and that documentation authorizing fee collections is retained in accordance with the Board's records retention standards.
- Ensure that pupils involved in extra-curricular teams, clubs and groups will be made aware of any additional fees prior to making a commitment to participate.
- Ensure that alternate programming is available to students who do not participate in optional excursions or activities.
- Ensure that fee-free programming and materials options are available to students enrolled in programs for which enhancements are made available.
- Ensure that approved Student Fees represent cost recovery only and that no profit is generated as a result of the fee collected.
- Ensure that staff use and complete fee collection templates, excursion templates.
- Ensure that the uses of all fees are documented accurately and in a timely manner.
- Develop a process to support student activities when requested fees may result in undue hardship for students and parents.

3.4 Vice Principal

- Act as a reviewer or approval of student fees.
- Be familiar with the School Generated Funds and Student Fees Directives.
- Other responsibilities as assigned by the Principal.

3.5 Secretary with Finance Responsibilities

- Comply with the School Generated Funds and Student Fees Directives.
- Track all Student Fees for the student at the student id level.
- Prepare the Annual Secondary Student Activity Year-End Summary (Form: General Activity Fee Summary)

3.6 Staff Members

- Staff members including teachers, coaches, club sponsors
- Adhere to Student Fees Policy, Procedures and guidelines.
- Staff responsible for aspects of the fee collection process will complete the form Request/Budget for fee collection (Form: Student Fee Budget) including a detailed calculation per student.
- Follow the Cash Collection procedures and School Generated Funds Directive.

3.7 Officer, Finance

- Ensure that Student Fees are collected and recorded in accordance with the Board's Student Fees Policy, Procedure and Directive
- Provide requested forms that assist administrators in the approval, collection and documentation of Student Fees.

Section 4 Communication of Student Fees

Introduction

The following are guidelines for the communication of Student Fees.

Objectives

- To ensure the communication of Student Fees are standard across all St. Clair Catholic Schools.

Details

- Fee schedules for the school year must be made available to the school community.
- Secondary General Student Fees must be highlighted in newsletters, the school website and SAC.
- Secondary school communications regarding the General Student Fees for students must include the suggested wording (as a minimum).

ACTIVITY FEES:

INCREASING STUDENT ACHIEVEMENT

Research indicates that students who are exposed to extracurricular activities such as clubs, teams and experiential learning show a significant improvement in academic achievement. As a result, we highly encourage all students to participate in the many extra-curricular offerings in our school.

Although these facets of a secondary school are extremely valuable, they are not funded directly by the Ministry of Education. To offer this breadth of activities we have implemented a longstanding practice of collecting an activity fee for each student. This \$40 optional fee offers tremendous benefits to our students, without which we would not be able to offer activities such as:

- Catholic retreats
- Subsidization of clubs
- Subsidization of teams
- Uniform assistance
- Field trip assistance
- Assemblies
- Guest speakers
- Enhancing a positive school culture

Payment for activity fees may be submitted via cash on-line, cash or cheque.

- Communication of Elementary Student Fees.

Students are not charged fees to participate in the regular day school program and are provided with basic classroom learning resources required to complete course expectations. There may be optional resources/opportunities that students may pay for that will enhance their program (e.g., field trips, visiting artists). Elementary schools will support students and their families when there is a situation of financial need.

Students involved in some extra-curricular opportunities (e.g., instrumental music programs) will be made aware of any additional cost obligations or participation/equipment rental fees prior to making a commitment to participate.

With respect to athletic teams, some schools request a deposit cheque from parents when a uniform is being loaned for student use. This cheque will be held until the end of the season and will only be cashed if the loaned uniform is not returned in good condition for future use. Students involved in athletic teams will be made aware of any additional fundraising obligations or participation fees including costs for tournaments, ice rentals etc., prior to making a commitment to participate.

Section 5 General Operations

Introduction

The following are general procedures for the administration of Student Fees.

Objectives

- To ensure accountability, transparency and Board procedures are properly administered.

Details

5.1 Collection of Student Fees

- All Student Fees must be collected and managed within the policy, procedures and Directive for School Generated Funds.
- All Student Fees must be collected using the Cash on Hand Policy.
- All Student Fees should be recorded directly tracking the fee to the individual student.
- Secondary schools must maintain a numbered deposit log book of all money's received from staff including coaches and student council reps.

5.2 Receipting of Student Fees

- When requested by a student, parent or guardian, a receipt of any such fees must be provided to the requestor.

5.3 Reporting of Student Fees

- Transparency is key when collecting student activity fees. The policy requires that fees reflect actual costs and are itemized when possible.
- The reporting of all Student Fees will comply with the Board's Policy, Procedures and Directive for School Generated Funds.
- Reports of Fees to be collected and related expenditures will be available to all stakeholders for the specific student fee including School Councils, Staff, Principal and Vice Principal
- At the end of the school year the Secondary Principal must have prepared an updated General Student Fee Summary that reconciles to the fees collected. This report must be signed and filed with the School Superintendent and Officer – Finance.

Section 6 Student Councils

Introduction

Student Councils often perform fundraising activities. Student Councils require financial reports that show the results of their efforts. The same guidelines would apply to student clubs, teams and groups.

Objectives

- To identify responsibilities for Student Fees related to Student Councils
- To clarify cash collection procedures
- To clarify reporting requirements for Student Councils

Details

- Fees will be approved by the School Principals and/or delegate
- Fees established by Student Council for student purposes and activities will follow the Board's School Managed Funds Directive
- Fees established by Student Council for student purposes and activities will follow the Board's policy, procedures and Directive for Student Fees
- Fees established by Student Council for student purposes will prepare a Student activity fee budget (Form: Student Fee Budget) identifying the expected costs of the activity and allocation for the student body participating.

APPENDIX A - Student Fee Budget Form

Sample Student Fee Budget Form
Sport/Club/Activity Pre-Season

School Year	2017-2018
Team/Club/Activity	Junior Girls Basketball 2017
Coach(s)/Advisor(s)/Supervisor(s)	Coach A and Coach B
Number of students involved in the activity	11
Number of tournaments/exhibition games	5/4

Revenues

Student Fees	\$	3850
Fundraising	\$	_____
Revenue from hosting home tournaments/event	\$	_____
Donations	\$	_____
TOTAL	\$	3850

Expenses

Entrance Fees (LKSSAA)	\$	0.00
Team Travel Expenses		
Gas	\$	_____
Vehicle rentals	\$	100
Accommodations (hotel, etc)	\$	1800
Facility Rentals (Arena/playing field/Other rental fees)	\$	_____
Referee(s)	\$	_____
Equipment costs (detail)	\$	250 (warm ups)
Coach's expenses		
Gas (Board mileage rate, carpooling)	\$	350
Vehicle rentals (where more cost effective)	\$	_____
Accommodations (hotel, etc)	\$	see above
Entry fees (tournaments etc.) # of tournaments	\$	1350
Home tournament expenses	\$	_____
First Aid	\$	_____
Other _____	\$	_____
TOTAL	\$	3850

REVENUE minus EXPENSES **\$0**

Please comment on any "special" situation that should be considered in the allotment of funds to your activity. (Place comments on the back of this form). *Please note that it is the expectation that all students participating in a club/group or athletic team have paid their student fee as subsidies are in direct relation to the # of students.*

***** All cash collected from any source (student, parent, sponsors, contributor etc.) must follow the school's cash collection policy and be deposited with the office in the account assigned to the sport/club/activity. All payments for any reason are to be forwarded to the school office to be processed by cheque.**

APPENDIX B - General Student Fee Summary

General Student Fee Summary

School:

School Year:

Student Fee Revenue

Category	Student Fee \$ Amount	Budget # of Students	# of Fees Paid	Total \$ Amount Received
Grade 9				
Grade 10				
Grade 11				
Grade 12				
Year-Book				
Other				
			Total	

Student Fee Expenses

Description	# of Student Participants	Cost of Activity
		Total

Principal's Signature

Date