



**Department: Programs and Services**  
**Section: Programs**

- 1.0 Each school in the AVRSB shall, annually, compile a complete and detailed written list of all student fees to be charged that school year if the school charges such fees. This list is to be clearly communicated to students/families at the beginning of each school year (prior to September 30).
  - 1.1 **Note:** Schools should ensure that student fees for any given year are fair, reasonable, and not excessive. Multiple fees may be combined into a single payment, but a comprehensive breakdown of all the component fees and their purposes must be provided to students, families and the AVRSB when requested.
- 2.0 Principals shall submit annually the school list of student user fees to the Director of Programs and Services (prior to September 30).
- 3.0 Schools must keep detailed and accurate accounts of the payment of all student fees including a full financial accounting of all monies collected and the purposes for which the fees have been collected as per BP/AP 200.6 School Based Funds.
  - 3.1 Receipts are to be provided promptly to students/families whenever fees are collected
  - 3.2 The school is to keep in a secure place a copy or record of every receipt issued to students/families
  - 3.3 All receipts issued at any time during a particular school year are to be maintained in accordance with the School-based Funds Policy BP/AP 200.6.
- 4.0 Schools are to make available other options/alternatives, including waiver of fees or alternative payment schedules, or service in lieu, for students/families who, to the knowledge of the school, are economically disadvantaged.
- 5.0 No student shall be excluded from an activity, event, or elective course because of his/her inability to pay the fees charged for that activity, event, or course.
- 6.0 Should a dispute arise between the school and students/families over the payment of fees, the issue is to be arbitrated or resolved by the school Principal.
  - 6.1 If the issue is not resolved at this level, the principal is required to refer the matter to the Director of Programs and Services.

**Monitoring:**

- The Director of Programs and Services shall be responsible for the implementation, monitoring and revision of the administrative procedures.
- This administrative procedure shall be monitored and evaluated on an annual basis.

**Superintendent Approved:** April 20/05

**Ref:** BP 402.12

**Monitoring Date:** Annually

**Revised:**