



## ADMINISTRATION 22 – Curricular and Extra-curricular Fees Collection

Original Date: June 24 2013 Revised Date: Jan. 18, 2016 Responsible Administrator: Secretary Treasurer

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### 1.0 RATIONALE:

Curricular and Extra-curricular Fees are established by the school within the context of each school and are based on students' interests and needs for programs and services that are classified as Curricular and Extra-curricular activities.

### 2.0 PROCESS:

The Secretary Treasurer will be responsible for ensuring the collection of Curricular and Extra-curricular Fees is undertaken according to established guidelines (3.0).

### 3.0 GUIDELINES:

- 3.1 In May and June of each school year, schools shall notify parents through their newsletter of the Curricular and Extra-curricular Fees for the subsequent school year.
- 3.2 After the first Friday in the new school year, each school shall send a reminder letter to parents who have not submitted payments and request such fees.
- 3.3 Schools are required to submit a chronological summary of the collection process, along with payments of fees collected, to the central office Finance Advisor by the 15<sup>th</sup> of each month
- 3.4 In December and January, a letter shall be sent to parents with respect to delinquent accounts, indicating a final payment due date of January 31<sup>st</sup> and that any outstanding account as of that date may be placed with a collection agency.
- 3.5 In cases of genuine hardships, principals have the discretion and flexibility to waive or make alternative payment arrangements.
- 3.6 Upon approval of the principal, a list of all others outstanding accounts as of January 31<sup>st</sup> shall be forwarded to the collection agency by the school office personnel.
- 3.7 Once an account is placed for collection, the collected balances will follow the process in process in 3.3.
- 3.8 The school's goal shall be to collect 100% of the Curricular and Extra-curricular Fees.

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References: *Board Policy F/II/1 – Curricular and Extra-curricular Fees*  
*Admin Practice – Education Services 7 - Curricular and Extra-curricular Fees*