

Date: April 23, 2025 **Agenda Item:** 8.7

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services

Subject: **Administrative Procedure 464: Fees**

Background:

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

Administrative Procedure 464: Fees has been reviewed and updated as part of the review of Policy 500: Student Transportation Services. Fees are assessed to students to offset the cost of providing educational and transportation services. Fees shall be utilized for the purpose for which it was obtained.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- | | |
|--------------------|--|
| COMPETENCY: | (6) School Authority Operations and Resources |
| INDICATORS: | a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and
e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts. |

Governance Implications:**Education Act**

Board responsibilities

- 33(1) A board, as a partner in education, has the responsibility to
- (i) ensure effective stewardship of the board's resources

School fees

- 57(1) Notwithstanding section 13, a board may charge a parent of a student fees in accordance with the regulations.

[Policy 225: Role of the Board](#)

Resource Stewardship

46. Approve student fees annually.

[Policy 500: Student Transportation Services](#)

4.0 TRANSPORTATION FEES

- 4.1 Student transportation fees shall be reviewed and approved annually by the Board

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the April 23, 2025, Public Board meeting.

Attachment(s):

1. AP 464: Fees - Clean Copy
2. AP 464: Fees - Tracked Copy
3. AP 464: Fees - Exhibit 1 - Fees - Clean Copy
4. AP 464: Fees - Exhibit 1 - Fees - Tracked Copy
5. AP 464: Fees - Exhibit 2 - Fee Waiver Application - Clean Copy
6. AP 464: Fees - Exhibit 2 - Fee Waiver Application - Tracked Copy
7. Policy 500: Student Transportation Services - Exhibit 1 - Transportation Fee Schedule

Administrative Procedure 464

Fees

Responsible Administrator: Associate Superintendent Corporate Services

PURPOSE

Fees are assessed to students to offset the cost of providing educational and transportation services. Fees shall be utilized for the purpose which it was obtained

DEFINITIONS

School Fees: shall refer to fees charged by the schools to enhance student learning opportunities; including field trip fees, event fees, student union fees, middle and high school option courses and instrument fees.

Transportation Fees: shall refer to fees that are charged for bus services for transportation to and from school. Transportation Fees are located in Policy 500: Student Transportation Services Exhibit 1 – Transportation Fee Schedule.

Adult Fees: shall refer to fees charged to a student who is 20 years of age or older by the start of the school year. The Alberta Government will no longer fund education for students who are 20 years of age as outlined in the Funding Manual and those wishing to acquire a high school diploma (or equivalent) must cover the cost of their education.

Extra-curricular Fees: shall refer to fees, charged on a cost recovery basis, for non-curricular items such as sports, clubs, travel, and other non-curriculum programs. Participation in an extra-curricular activity is on a voluntary basis.

Non-resident Tuition Fees: shall refer to tuition fees, with respect of an individual who attends a school operated by the board, and who is not a resident student of the board or any other board or the Government, and as legislated in the *Education Act* s. 13(2).

Designated School: shall refer to the school, assigned by the Board to a specific geographical area, and as legislated by the *Education Act* (S.10): "Enrolment in school operated by board".

PROCESS

No parent shall pay a fee to offset basic educational services, or that is prohibited under provincial legislation, the *Alberta School Fees Regulation*, and the *Alberta School Transportation Regulation*.

Non- Resident Tuition Fees, Pre-Kindergarten Fees, Kindergarten Fees, Dual Credit Fee, Adult Tuition Fee, and High School Equivalency Evaluation are all set annually by the Division in AP 464 Exhibit 1 - Fees for 2024-2025.

The principal may assign other fees at the school within the limits set by the Division on a cost recovery basis. Prior to charging the fee, the principal shall consult with the School Council on the amount and the reason for the fee. This consultation shall:

- Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback; and
- Provide sufficient information as to the purpose of the fee and its intended use.

School Fee schedules shall be posted on each school's website and shall clearly define Division Fees and School Fees, in addition to mandatory versus optional fees.

The Fee Schedule shall be posted electronically on the Division website.

A student transferring in after the start of the school term or out prior to the end of the school term, may have fees prorated or refunded as applicable. Requests for refunds from families transferring out of the Division during the school year will be assessed based on fee type, usage, and time of year.

The principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.

Collection of Fees

The Division is responsible for the collection of Transportation Fees and the school Principal is responsible for ensuring the collection of all other fees.

All fees are due within 30 days of receipt. Overdue notices will be sent to parents who have not submitted payments.

, A notice will be sent to parents with delinquent accounts. Outstanding accounts, other than those on payment plans or approved requests for waived fees, may be placed with a collection agency.

Waiver of Fees

An *Application for Waiver of Fees* shall be made available, based on income level of **all parents** as defended by s. 47 of the *Family Law Act* unless there is a court order that directs financial responsibility.

The *Application for Waiver of Fees* shall be completed, the final decision for such waiver rests with the Associate Superintendent, Corporate Services.

An *Application for Waiver of Fees* will not be considered for Choice Rider, Ineligible Rider, Non-Resident Rider, Supplemental Bus, or other fees such as Academies, Textbook/Library Fines. Some special program fees may not be waived at the discretion of the principal.

Fees for Damaged Goods

Principals shall be responsible for ensuring that all curricular, co-curricular and extra-curricular goods are returned by students and the appropriate charges are assessed for lost or damaged goods.

References:

[Board Policy: 225 Role of the Board](#)

[Board Policy: 500 Student Transportation Services](#)

[Education Act: Sections 13, 57, 59](#)

[School Fees Alberta Regulation 95/2019](#)

[School Transportation Alberta Regulation 96/2019](#)

AP 464 [Exhibit 1 - Fees for 2024-2025](#)

[AP 464 Exhibit 2- Fee Waiver Application](#)

Policy 500: Student Transportation Services Exhibit 1 – Transportation Fee Schedule.

History

2023 August 23

2024 November 22

2024 April 23

Administrative Procedure 464

Fees

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Responsible Administrator: Associate Superintendent Corporate Services

PURPOSE

Fees are assessed to students to offset the cost of providing educational and transportation services. Fees shall be utilized for the purpose which it was obtained

DEFINITIONS

School Fees: shall refer to fees charged by the schools to enhance student learning opportunities; including field trip fees, event fees, student union fees, middle and high school option courses and instrument fees.

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Adult Fees: shall refer to fees charged to a student who is 20 years of age or older by the start of the school year. The Alberta Government will no longer fund education for students who are 20 years of age as outlined in the ~~2023-2024~~ Funding Manual and those wishing to acquire a high school diploma (or equivalent) must cover the cost of their education.

Extra-curricular Fees: shall refer to fees, charged on a cost recovery basis, for non-curricular items such as sports, clubs, travel, and other non-curriculum programs. Participation in an extra-curricular activity is on a voluntary basis.

Non-resident Tuition Fees: shall refer to tuition fees, with respect of an individual who attends a school operated by the board, and who is not a resident student of the board or any other board or the Government, and as legislated in the *Education Act* s. 13(2).

Designated School: shall refer to the school, assigned by the Board to a specific geographical area, and as legislated by the *Education Act* (S.10): "Enrolment in school operated by board".

~~**Eligible Rider**—any Pre-K to Grade 6 student/child who lives 1.0 km or farther from their designated school and attends their designated school, and any Grade 7 to 12 student who lives 2.0 km or farther from their designated school and attends their designated school.~~

~~**Choice Rider**—any student who attends a school other than their designated school.~~

- ~~• This excludes French Immersion and Redwater students enrolled in CTS programming at Sturgeon Composite High School, not offered at Redwater. These students will be assessed an Eligible Rider fee.~~

~~**Ineligible Rider**—any Pre-K to Grade 6 student/child who lives less than 1.0 km from their school of attendance and any Grade 7 to 12 student who lives less than 2.0 km from their school of attendance.~~

~~**Supplemental Bus**—any student who is accessing an additional bus to an alternate address.~~

~~**Outside Boundary Rider**—any student who lives outside of the Sturgeon Public School Division boundary and attends a Sturgeon Public School.~~

PROCESS

~~The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)].~~

No parent shall pay a fee to offset basic educational services, or that is prohibited under provincial legislation, the *Alberta School Fees Regulation*, and the *Alberta School Transportation Regulation*.

Non- Resident Tuition Fees, Pre-Kindergarten Fees, Kindergarten Fees, Dual Credit Fee, Adult Tuition Fee, and High School Equivalency Evaluation are all set annually by the Division in AP 464 Exhibit 1 - Fees for 2024-2025.

~~The Principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.~~

The Principal may assign other fees at the school within the limits set by the Division~~Board~~ on a cost recovery basis. Prior to charging the fee, the Principal shall consult with the School Council on the amount and the reason for the fee. This consultation shall:

- Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback; and
- Provide sufficient information as to the purpose of the fee and its intended use.

School Fee schedules shall be posted on each school's website and shall clearly define Division Fees and School Fees, in addition to mandatory versus optional fees.

The Fee Schedule shall be posted electronically on the Division website.

A student transferring in after the start of the school term or out prior to the end of the school term, may have fees prorated or refunded as applicable. Requests for refunds from families

transferring out of the Division during the school year will be assessed based on fee type, usage, and time of year.

The Principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.

Collection of Fees

The Division is responsible for the collection of Transportation Fees and the school Principal is responsible for ensuring the collection of all other fees.

All fees are due within 30 days of receipt. Overdue notices will be sent to parents who have not submitted payments. ~~A payment plan may be established for transportation fees. Once Transportation Fees are paid, Bus Passes shall be obtained.~~

~~In December and March, a~~ A notice will be sent to parents with delinquent accounts. Outstanding accounts, other than those on payment plans or approved requests for waived fees, may be placed with a collection agency.

Waiver of Fees

An *Application for Waiver of Fees* shall be made available, based on income level ~~or extenuating circumstances~~ of **all parents** as defended by s. 47 of the *Family Law Act* unless there is a court order that directs financial responsibility.

The *Application for Waiver of Fees* shall be completed, the final decision for such waiver rests with the Associate Superintendent, Corporate Services.

An *Application for Waiver of Fees* will not be considered for Choice Rider, Ineligible Rider, ~~non~~Non-resident Resident Rider, ~~students, supplemental~~ Supplemental bus~~Bus~~, or other fees such as Academies, Textbook/Library Fines. Some special program fees may not be waived at the discretion of the principal.

Fees for Damaged Goods

Principals shall be responsible for ensuring that all curricular, co-curricular and extra-curricular goods are returned by students and the appropriate charges are assessed for lost or damaged goods.

References:

[Board Policy: 225 Role of the Board](#)
[Board Policy: 500 Student Transportation Services](#)
[Education Act: Sections 13, 57, 59](#)
[School Fees Alberta Regulation 95/2019](#)
[School Transportation Alberta Regulation 96/2019](#)
[AP 464 Exhibit 1 - Fees for 2024-2025](#)
[AP 464 Exhibit 2-- Fee Waiver Application](#)

[Policy 500: Student Transportation Services Exhibit 1 – Transportation Fee Schedule.](#)

History

2023 August 23
2024 November 22

[2024 April 23](#)

AP 464: - Exhibit 1: Fees

1.0 Non-Resident Tuition Fees

International / out of province student tuition	\$12,000
International student application fee	\$250

2.0 Program Fees:

Pre-Kindergarten Fees	\$200
Kindergarten Fees	\$150
Dual Credit Fee	\$50/course
Adult Tuition Fee	\$140/credit
High School Equivalency Evaluation	\$100

3.0 Other Fees:

- 3.1 Other fees such as option courses, extra-curricular activities, agendas, yearbooks, Commencement, Academy fees, etc. are set by each individual school and posted to their website annually.

AP 464: - Exhibit 1: Fees for 2023-2024

1.0 Transportation Fees:

Transportation Fee Schedule	
Eligible Rider	
— Grades 1 to 12	\$130
— PreK & Kindergarten	\$75
Choice Rider	
— Grades 1 to 12	\$276
— PreK & Kindergarten	\$152
Ineligible Rider	
— Grades 1 to 12	\$345
— PreK & Kindergarten	\$190
Supplemental Bus	\$180
Outside Boundary Rider	
— Grades 1 to 12	\$489
— PreK & Kindergarten	\$431
Replacement Bus Pass	\$20

21.0 Non-Resident Tuition Fees

International / out of province student tuition	\$12,000
International student application fee	\$250

32.0 Program Fees:

Pre-Kindergarten Fees	\$200
Kindergarten Fees	\$150
Dual Credit Fee	\$50/course
Adult Tuition Fee	\$140/credit
High School Equivalency Evaluation	\$100

43.0 Other Fees:

- 43.1** Other fees such as option courses, extra-curricular activities, agendas, yearbooks, Commencement, Academy fees, etc. are set by each individual school and posted to their website annually.

AP 464: Fees - Exhibit 2 - Fee Waiver Application

To support parents who encounter financial hardship, the division can reduce fees as outlined in [Administrative Procedure 464 - Fees](#) . When completing the form:

- Both Section A and Section B must be completed and submitted with supporting documentation to be reviewed.
- Waiver of Fees does not cover fees related to students Choice Rider, Ineligible Rider, Non-Resident Rider, Supplemental Bus, extra-curricular activities (including Sports Fees), or other fees such as Academies, Textbook/Library Fines, Summer Schools, and Options. Some Special program fees may not be waived at the discretion of the principal.
- Completed Fee Waiver form and supporting documents should be forwarded to the Principal of the student's school

SECTION A: Application Information (Parent, Guardian, Independent Student)	
Last name: _____	First name: _____
Street _____	City: _____
Address: _____	
Province: _____	Postal Code: _____
Home phone _____	Cell phone: _____
Email: _____	_____
Number of people residing in household: _____ Adults _____ Children _____	

Name of Student	School(s) Attending	Grade	Description of Fees to be Waived (school fees, transportation fees, etc)	Fee Amount

_____ Signature of Applicant	_____ Date
_____ Signature of Principal or Transportation Manager	_____ Date
_____ Signature of Associate Superintendent Corporate Services	_____ Date

SECTION B Confidential Financial Information (Please Check One)

<input type="checkbox"/>	I have attached a copy of a 2023 Proof of Income statement from the Canada Revenue Agency for ALL PARENTS as defined by the S47 of the Family Law Act, unless there is a court order. If Proof of Income statement is not provided for ALL PARENTS, this option will not be considered. To obtain a Proof of Income Statement, call the Canada Revenue Agency 1-800-959-8281.
<input type="checkbox"/>	I have attached a copy of a valid Social Services Health Benefits card (must list dependent student(s)).
<input type="checkbox"/>	I have attached a copy of my Alberta Works Health benefit card WITH proof of eligibility letter (must list dependent student(s)).
<input type="checkbox"/>	I have attached a cheque stub for Employment Insurance Benefits (Name and amount received must be visible)

Instructions

Please complete both section A and B, sign and submit the completed application form with supporting document(s) to your school if school fees are being waived. If transportation fees are included with school fees, the school will submit to Corporate Services once reviewed.

If students from multiple schools are listed on the form signatures are required from both school principals.

If **only** Transportation Fees are being requested to be waived, please submit the completed form to SPSDtransportation@sturgeon.ab.ca

It is important to note: Until you have been notified that your request for a waiver has been approved, you are liable for your assessed fees. It is our goal to process waiver of fees applications within 3 weeks of their receipt. If you submitted a waiver of fees application and have not heard back within this time frame, please contact our office.

Fee Waiver Income Guidelines

The following chart from Statistic Canada of family income levels will be used to determine fee waivers.

Number in Family	100% Waiver	50% Waiver
1 Person	<\$26,662	\$26,662 - \$35,461
2 Persons	<\$32,830	\$32,830 - \$43,664
3 Persons	<\$40,359	\$40,359 - \$53,678
4 Persons	<\$49,003	\$49,003 - \$65,174
5 Persons	<\$55,579	\$55,579 - \$73,920
6 Persons	<\$62,685	\$62,685 - \$83,371
7 or more Persons	<\$69,789	\$69,789 - \$92,820

AP 464: Fees - Exhibit 2 - Fee Waiver Application

To support parents who encounter financial hardship, the division can reduce fees as outlined in [Administrative Procedure 464 - Fees](#). ~~Please Refer to AP 464—Fees for more detailed information.~~ When completing the form:

- Both Section A and Section B must be completed and submitted with supporting documentation to be reviewed.
- Waiver of Fees does not cover fees related to students Choice Rider, Ineligible Rider, ~~non-resident students~~ [Non-Resident Rider](#), ~~supplemental~~ [Supplemental bus](#) [Bus](#), extra-curricular activities (including Sports Fees), or other fees such as Academies, Textbook/Library Fines, Summer Schools, and Options. [Some Special program fees may not be waived at the discretion of the principal.](#)
- Completed Fee Waiver form and supporting documents should be forwarded to the Principal of the student's school

SECTION A: Application Information (Parent, Guardian, Independent Student)

Last name: _____	First name: _____
Street _____	City: _____
Address: _____	
Province: _____	Postal Code: _____
Home phone _____	Cell phone: _____
Email: _____	
Number of people residing in household: _____ Adults _____ Children _____	

Name of Student	School(s) Attending	Grade	Description of Fees to be Waived (school fees, transportation fees, etc)	Fee Amount

Signature of Applicant

Date

Signature of Principal or Transportation Manager

Date

Signature of Associate Superintendent Corporate
Services

Date

SECTION B Confidential Financial Information (Please Check One)

<input type="checkbox"/>	I have attached a copy of a 2023 Proof of Income statement from the Canada Revenue Agency for ALL PARENTS as defined by the S47 of the Family Law Act, unless there is a court order. If Proof of Income statement is not provided for ALL PARENTS, this option will not be considered. To obtain a Proof of Income Statement, call the Canada Revenue Agency 1-800-959-8281.
<input type="checkbox"/>	I have attached a copy of a valid Social Services Health Benefits card (must list dependent student(s)).
<input type="checkbox"/>	I have attached a copy of my Alberta Works Health benefit card WITH proof of eligibility letter (must list dependent student(s)).
<input type="checkbox"/>	I have attached a cheque stub for Employment Insurance Benefits (Name and amount received must be visible)

Instructions

Please complete both section A and B, sign and submit the completed application form with supporting document(s) to your school if school fees are being waived. If transportation fees are included with school fees, the school will submit to Corporate Services once reviewed.

If students from multiple schools are listed on the form signatures are required from both school principals.

If **only** Transportation Fees are being requested to be waived, please submit the completed form to SPSDtransportation@sturgeon.ab.ca

It is important to note: Until you have been notified that your request for a waiver has been approved, you are liable for your assessed fees. It is our goal to process waiver of fees applications within 3 weeks of their receipt. If you submitted a waiver of fees application and have not heard back within this time frame, please contact our office.

Fee Waiver Income Guidelines

The following chart from Statistic Canada of family income levels will be used to determine fee waivers.

Number in Family	100% Waiver	50% Waiver
1 Person	<\$26,662	\$26,662 - \$35,461
2 Persons	<\$32,830	\$32,830 - \$43,664
3 Persons	<\$40,359	\$40,359 - \$53,678
4 Persons	<\$49,003	\$49,003 - \$65,174
5 Persons	<\$55,579	\$55,579 - \$73,920

6 Persons	<\$62,685	\$62,685 - \$83,371
7 or more Persons	<\$69,789	\$69,789- \$92,820

Policy 500: Student Transportation Services - Exhibit 1 - Transportation Fee Schedule

Please refer to [Board Policy 500- Transportation](#) for more information on each fee.

1. Eligible Rider Fee

	2025-2026	2024-2025
PreK & Kindergarten	\$85	\$75
Grades 1-12	\$145	\$130
Family Rate	\$435	\$390

2. Choice Rider Fee

	2025-2026	2024-2025
PreK & Kindergarten	\$165	\$150
Grades 1-12	\$300	\$275
Family Rate	\$900	\$825

3. Ineligible Rider Fee

	2025-2026	2024-2025
PreK & Kindergarten	\$210	\$190
Grades 1-12	\$380	\$345
Family Rate	\$1,140	\$1,035

4. Non-Resident Rider Fee (Previously Outside Boundary Rider)

	2025-2026	2024-2025
PreK & Kindergarten	\$475	\$430
Grades 1-12	\$540	\$490
Family Rate	\$1,620	\$1,470

5. Other Transportation Fees

	2025-2026	2024-2025
Supplemental Bus	\$145	\$180
Replacement Bus Pass	\$25	\$20