



**Date:** September 24, 2025 **Agenda Item:** 8.6

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**Subject:** **Administrative Procedure 464: Fees**

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**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.

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. The revisions to Administrative Procedure 464: Fees, as well as Administrative Procedure 464: Exhibit 2 - Fee Waiver Application, were undertaken as part of the regular review schedule. These changes enhance clarity, streamline processes and align the Administrative Procedure with the Fee Waiver Application.

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

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

- |                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | 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.                     |
|                    |  |
| <b>COMPETENCY:</b> | (7) Supporting Effective Governance  |
| <b>INDICATORS:</b> | e. ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements.          |

**Governance Implications:****Education Act**

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)].

**School Fees Regulation**

The School Fees Regulation sets out the requirements and limitations related to the fees that a school board is authorized to charge parents of students.

**School Transportation Regulation**

The School Transportation Regulation sets out the requirements respecting student transportation and limits on transportation fees.

**Board Policy 2: Role of the Board**

The Board shall ensure effective stewardship of the Board's resources [*Education Act* s. 33(1)(i)]. Specifically, the Board: 39. Within the context of the strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.

**Board Policy 18: Student Transportation Services**

The Board establishes and operates a student transportation system to provide service to students who reside within the boundaries of the Sturgeon Public School Division to attend their designated school. This service is available to all students within the Division who qualify for this service in accordance with the criteria outlined in the Education Act and Regulations and Board Policy.

**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 September 24, 2025, Public Board meeting.

**Attachment(s):**

1. AP464: Fees - Clean Version
2. AP464: Fees - Tracked Changes
3. AP464: Exhibit 2 - Fee Waiver Application Clean version
4. AP464: Exhibit 2 - Fee Waiver Application Tracked Changes

## 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.

**Transportation Fees:** shall refer to fees that are charged for bus services for transportation to and from school. Transportation Fees are located in [Policy 18: 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

1.1 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*.

1.2 Non-Resident Tuition Fees, Pre-Kindergarten Fees, Dual Credit Fee, Adult Tuition Fee, and High School Equivalency Evaluation are all set annually by the Division in [AP 464: Fees - Exhibit 1 - Fees](#).

1.3 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:

1.3.1 Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback; and

1.3.2 Provide sufficient information as to the purpose of the fee and its intended use.

1.4 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.

1.5 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.

1.6 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**

2.1 The Division is responsible for the collection of Transportation Fees and the school Principal or designate is responsible for ensuring the collection of all other fees and proper financial reporting.

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

2.3 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.

2.4 Before a student is allocated a seat on a bus, all transportation fees must be paid in full.

### **Waiver of Fees**

3.1 An [AP 464: Fees - Exhibit 2 - Fee Waiver Application](#) 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.

3.2 The AP 464: Fees - Exhibit 2 - Fee Waiver Application shall be completed, and the final decision for such waiver rests with the Associate Superintendent, Corporate Services.

3.3 An AP 464: Fees - Exhibit 2 - Fee Waiver Application will not be considered for 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**

4.1 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:**

[Policy 2: Role of the Board](#)

[Policy 18: Student Transportation Services](#)

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

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

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

[AP 464: Fees - Exhibit 1 - Fees](#)

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

[Policy 18: Student Transportation Services - Exhibit 1 - Transportation Fee Schedule](#)

### **History**

2023 August 23

2024 November 22

2025 Sep 1 Amended

# 464: Fees

Responsible Administrator: Associate Superintendent Corporate Services

## 1. PURPOSE

- 1.1. 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

## 2. DEFINITIONS

- 2.1. **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.
- 2.2. **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.
- 2.3. **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.
- 2.4. **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.
- 2.5. **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).
- 2.6. **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".

## 3. PROCESS

- 3.1. 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*.
- 3.2. Non-Resident Tuition Fees, Pre-Kindergarten Fees, Dual Credit Fee, Adult Tuition Fee, and High School Equivalency Evaluation are all set annually by the Division in AP 464: Fees - Exhibit 1 - Fees.
- 3.3. 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:
  - 3.3.1. Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback; and
  - 3.3.2. Provide sufficient information as to the purpose of the fee and its intended use.
- 3.4. 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.
- 3.5. ~~The Fee Schedule shall be posted electronically on the Division website.~~
- 3.6. 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.
- 3.7. The Principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.

#### **4. Collection of Fees**

- 4.1. The Division is responsible for the collection of Transportation Fees and the school Principal or designate is responsible for ensuring the collection of all other fees and proper financial reporting.¶
- 4.2. All fees are due within 30 days of receipt. Overdue notices will be sent to parents who have not submitted payments. Obtained.

- 4.3. 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.
- 4.4. Before a student is allocated a seat on a bus, all transportation fees must be paid in full.

## **5. Waiver of Fees**

- 5.1. An AP 464: Fees - Exhibit 2 - Fee Waiver Application 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.
- 5.2. The AP 464: Fees - Exhibit 2 - Fee Waiver Application shall be completed, and the final decision for such waiver rests with the Associate Superintendent, Corporate Services.
- 5.3. An AP 464: Fees - Exhibit 2 - Fee Waiver Application 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.

## **6. Fees for Damaged Goods**

- 6.1. 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.



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**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: Fees - Exhibit 1 - Fees

AP 464: Fees - Exhibit 2 - Fee Waiver Application

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

**History**

2023 August 23

2024 November 22

## 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 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 [cos.finance@sturgeon.ab.ca](mailto:cos.finance@sturgeon.ab.ca) for review.

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

### SECTION B Confidential Financial Information (Please Check One)

<input type="checkbox"/>	I have attached a copy of a 2024 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 [cos.finance@sturgeon.ab.ca](mailto:cos.finance@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	<\$27,436	\$27,436- \$36,489
2 Persons	<\$33,782	\$33,782- \$44,930
3 Persons	<\$41,530	\$41,530- \$55,235
4 Persons	<\$50,424	\$50,424- \$67,064
5 Persons	<\$57,191	\$57,191- \$76,064
6 Persons	<\$64,503	\$64,503- \$85,788
7 or more Persons	<\$71,813	\$71,813- \$95,512

The personal information collected on this form will be used to respond to your request. This collection is under the authorized section 4 (c) of the *Protection of Privacy Act*. For questions about the collection of personal information, contact the Access to Information Coordinator of the Sturgeon Public School Division at 780-939-4341.

## 464: 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, supplemental bus, extra-curricular activities (including Sports Fees), or other fees such as Academies, Textbook/Library Fines, Summer Schools, and Options.
- Completed Fee Waiver form and supporting documents should be forwarded to the Principal of the student's school [cos.finance@sturgeon.ab.ca](mailto:cos.finance@sturgeon.ab.ca) for review.

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 _____
<del>Signature of Principal or Transportation Manager _____</del>	<del>Date _____</del>
<del>Signature of Associate Superintendent Corporate Services _____</del>	<del>Date _____</del>

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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)).
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If **only** Transportation Fees are being requested to be waived, please submit the completed form to ([SPSDtransportation@sturgeon.ab.ca](mailto:SPSDtransportation@sturgeon.ab.ca) removed and )cos.finance@sturgeon.ab.ca for review.

*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



The personal information collected on this form will be used to respond to your request. This collection is under the authorized section 4 (c) of the *Protection of Privacy Act*. For questions about the collection of personal information, contact the Access to Information Coordinator of the Sturgeon Public School Division at 780-939-4341.