Classical Academy
ALBERTA

School Fees Policy

Preamble

The purpose of this policy is to:

- Ensure that fees charged by Alberta Classical Academy schools are in compliance with the Education Act, the School Fees Regulation, and other relevant regulations;
- Provide clarity on the types and categories of fees that may be levied by Alberta Classical Academy schools, as well as the associated reporting requirements;
- Provide information on the process by which families may seek a fee waiver.

Scope

This policy applies to all schools operating under the authority of the Alberta Classical Academy school authority.

Permissible Fees

- For enrolled students whose place of legal residence is in Alberta, there shall be no tuition, curricular instructional fees, nor any fees for indirect costs such as school facilities, utilities, or overhead.
- Tuition fees may be charged to enrolled students whose legal place of residence is not Alberta.
- Fees may not be charged for educational goods and services that are required to meet the basic learning outcomes stipulated in the Alberta provincial curriculum and core programs of study.
- Fees may not be charged for textbooks, workbooks, photocopying, printing or paper supplies.
- Reasonable fees may be charged on a direct cost recovery basis for the provision of the following:
    - Enhanced curricular resources and services: Education goods, materials, supplies, and services that are necessary to support the enhanced programs of study offered by Alberta Classical Academy schools. Examples may include, but are not limited to, an instructional supplies and resources fee, technology user fee, library enrichment fee, field trips and off-site activities, elective courses and alternative programs.
    - Extra-curricular programming: Education goods, materials, supplies and services that are not included under the core programs of study of the Alberta Classical Academy. This may include, *inter alia*, before and after-school programs, extended (full-time) kindergarten, extracurricular clubs and programs, athletic teams, and extended optional trips.
    - Non-curricular goods and services: Non-education goods and services, which may include, *inter alia*, bussing/transportation fees, school lunch fees, and student parking.
    - Security deposits: Refundable security deposits may be required while the student is in possession of school property. Security deposits shall be refunded when the item is returned in an acceptable condition at a pre-determined date. Examples include, but are not limited to, lockers/locks, library books, and textbooks.

    - New student applications: a fee may be charged to recover a portion of the technology and human resources costs associated with processing new student applications.
- All fees shall be used for the purpose for which they are collected.
- Fees shall not exceed the direct costs of delivering the good or service for which they are collected.
- Fees charged for the optional, full-time Kindergarten program shall not exceed the value of Alberta Education's per-pupil grant for half-day Kindergarten.

Determination of Fee Schedule

- Fee schedules are reviewed annually and must be approved by the Board of Directors.
- Each school must submit to the Board a proposed schedule of fees, along with accompanying rationale and projections of the direct costs which those fees are intended to offset. The proposed schedule of fees must be submitted by the 1st of March preceding the start of the academic year for which the fees will apply.
- A final schedule of fees must be approved by the Board and published to the website of the individual school charging the fees prior to the start of the academic school year.

Reporting

- Each school must submit to the Board an annual report, in a form prescribed by the Minister of Education, demonstrating that fees were used for the purpose(s) for which they were collected.
- This report shall be made available on request to parents, enrolled students, or other members of the public.

Engagement

Alberta Classical Academy schools shall engage and consult with parents and members of the school council regarding the setting, increase, or decrease in school fees. The need for fee changes must be demonstrated to parents with supporting rationale.

Waivers

- We are committed to supporting all interested students in accessing our program, without regard to their socio-economic status or family income level. As such, we offer partial fee waivers to qualifying low-income families.
- Fee waivers are available to families with a combined household income below the income thresholds for Canada Student Grant eligibility.
- Families may apply for a school waiver by completing an application form provided by the school, along with accompanying Notice(s) of Assessment and/or statement of need.
- Each school is required to publicize information to its website informing families of:
    - The qualifying income thresholds to receive a fee waiver;
    - Information on how to apply for a waiver;
    - A link to a fillable or downloadable application form;
    - The amount of the waivers and any other applicable credits available to qualifying families.
- Families may obtain a paper version of the fee waiver application form from the school administration.

- Authority to approve a fee waiver rests with the Principal Educator of the school where the child seeks to enrol.
- School Principals may, at their discretion, elect to provide partial or complete fee waivers in extraordinary circumstances on compassionate grounds.
- All fee waivers are valid for one academic year, with new applications and supporting documentation being required annually.

Invoicing and Collection of Fees

- Invoicing for the following fees shall occur in conjunction with the enrolment/re-enrolment process:
  - Transportation/Bussing Fees
  - Instructional Resource Fees
  - Full-time Kindergarten Fees
  - Technology User Fees
- Families shall be provided the option of a monthly payment plan in lieu of a one-time, lump-sum payment for the fees listed above.
- Excepting families that elect for a payment plan, the above fees shall be paid prior to the start of the academic school year.
- Responsibility for the collection of all other fees shall rest with the individual school.
- Fees associated with extra-curricular clubs, before and after-school programs, and elective courses shall be paid at the start of the period for which they are offered.
- Fees associated with field trips, off-site activities, or extra-curricular trips shall be paid prior to the scheduled activity or trip.
- Information on payment plan options shall be posted to the website of the school charging the fees prior the start of the invoicing process for the upcoming academic year.
- Families with outstanding fee balances may not re-enrol their children until the outstanding balance has been paid or a fee waiver provided.

Refunds and Returns of Excess Funds

- Full or partial refunds may be provided if the planned activities, goods, or services are not provided.
- Refunds shall be provided at no cost to the Alberta Classical Academy or schools under its jurisdiction.
- The Instructional Resource Fee is non-refundable following registration
- The Transportation/Bussing Deposit may be refunded at a rate of 50% if cancelled prior to the start of classes, but is otherwise non-refundable.
- The remainder of the Transportation/Bussing Fee may be refunded at the following rates:
  - 75% if cancelled by October 15 of the school year for which it has been paid;
  - 75%, minus any months for which the service has already been used, if cancelled prior to January 1st of the school year;
  - Non-refundable after January 1st of the school year for which it has been paid.
- The annual Full-Time Kindergarten Fee will be non-refundable after September 30th of the school year for which it has been paid.
- Other categories of fees are non-refundable once the direct expenses associated with the fee have been incurred by the school.

- Security Deposits are to be refunded within 30 days of the return of the loaned resources or equipment, provided the item(s) are returned by the pre-determined deadline, and in the same condition as when borrowed, except for reasonable wear. Should the loaned items be returned past the deadline, and if replacement materials have been ordered, security deposits are non-refundable.
- In situations where a security deposit is not collected, textbooks or other items that are lost or damaged while in the possession of a student must be paid for by the student or parent. The charge will be based on the condition of the textbook or other item at the time of issue and the recommendation of the Principal Educator.
- Should fees revenue exceed the direct costs of the goods or services for which they were intended by more than $20 per student, the surplus shall be refunded to the families that paid those fees.

Appeals

Appeals or grievances regarding Board-established fees are to be handled in accordance with the Appeals Regarding Student Matters policy.

Amended: May 21 2024

References: Education Act, Sections 13, 19, 21, 23, 26, 53, 57, 59; School Fees Regulation 95/2019; School Transportation Regulation