

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 600 – Students

POLICY 628: STUDENT FEES

BACKGROUND

Under Section 39, the School Act allows the Board to charge certain fees to parents provided:

1. The fees are used for the purpose for which they were collected;
2. They are the type of fees that are allowable under the School Fees and Costs Regulation.

POLICY

The Board may establish fees for instructional supplies and materials.

GUIDELINES

1. Fees shall not be established if they are expressly prohibited under the School Fees and Costs Regulation. Specifically, schools shall not charge fees or costs for textbooks, workbooks or photocopying, printing or paper supplies.
2. Schools shall not introduce new fees or increase existing fees by more than 5% per year without Ministerial approval.
3. Students shall not be penalized because of parental decisions regarding fees for instructional supplies and materials.
4. A fee schedule and breakdown shall be made available to all parents and students.
5. Reasonable efforts shall be made to collect fees owed to the Division.
6. Collection efforts shall be in accordance with the School Act and other applicable federal and provincial statutes and regulations.
7. School administrators are encouraged to seek solutions for students in need.

ADMINISTRATIVE PROCEDURE

[628 P 001 – Student Fees](#)

ADMINISTRATIVE PROCEDURE- EXHIBITS

[628 E 001 – Elementary Schools Fee Schedule](#)

[628 E 002 – Secondary Schools Fee Schedule](#)

[628 E 003 – International Student Fees Schedule](#)

REFERENCES

Alberta Education – School Act
School Fees and Costs Regulation

Approved: September 7, 2004

Revised: October 24, 2017

