

Students 9710 School Fees	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	The Education Act, 1995, Sec. 87(1)(e)(v), Sec. 142 (3), (4) Administrative Application 1002 - Poverty Sensitive Principles of Decision Making Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) endeavours to apply a general principle of moderation, consistency and hardship considerations, toward the establishment of school fees and the practice of collecting school fees.

1. School-based administrators, under the direction of Executive Council, shall establish school fees.
2. RCSD will endeavour to apply the *Administrative Application 1002 - Poverty Sensitive Principles of Decision Making* towards the establishment of school fees and the practices of collecting school fees where no student will be denied access to a course of instruction or school activity based solely on the inability to pay any fees associated with the course or activity.

Definitions

1. **School Fees** - includes any and all fees, levies or charges levied on and payable by a student or by the student's parents/guardians for any course or any activity at the school or organized or sponsored by the school or the school division.
2. **Out-of-city excursion or extra-curricular activities** are an educational, cultural or recreational excursion away from the school taken by the students under the direction and supervision of a teacher.

Application

1. No school fees, levies, or charges of any kind may be requested by schools on students or parents/guardians other than those set out in the application.
2. Co-curricular and extra-curricular fees will be set using the *Administrative Application 1002 - Poverty Sensitive Principles of Decision Making*.

3. Schools shall seek means to accommodate students whose financial position creates difficulty in accessing funds for co-curricular and extra-curricular activities.
4. Band and choral groups as well as high school athletic teams will adhere to RCSD guidelines with respect to out-of-town trips. Means must be sought by organizers to facilitate participation in these events for students for whom the added costs are prohibitive.
5. Schools may levy fees for out-of-city excursions and extra-curricular activities provided such fees are reasonable and only for the recovery of costs. This could include transportation, accommodation, admission, equipment rental, and food costs.
6. Once per year schools may levy a special in-city event fee to a maximum of \$10 to cover admission costs.
7. School administrators and staff shall regularly review their practices and rationale for excursions, field trips and other events to ensure identified educational objectives for the activities that warrant their inclusion in the curriculum.
8. Elementary school supply lists shall not include dictionaries and atlases. Appropriate numbers of sets of these resources will be made available through the school resource centre.
9. School supply lists as well as clothing and equipment required for co-curricular and extra-curricular activities should be developed with a conscious awareness of the financial constraints experienced by some families.
10. Where the Ministry of Social Services (Government of Saskatchewan) and/or Indigenous Services Canada (Government of Canada) pay school fees, appropriate steps will be taken to ensure that all student costs are determined at the commencement of the school year.
11. Regular, considerate and tactful payment options for school fees and other school-related costs shall be made available.
12. Students who are financially dependent on their parents/guardians are not directly responsible for fees. As such, all communications about fees should be addressed with the parents/guardians.
13. Compulsory high school credit courses should have no fees associated with them except for Level 20 and Level 30 Physical Education courses. Students are encouraged to meet this compulsory course requirement by taking Wellness 10, which has no fee.