Adopted	**January 27, 2011**
Revision Date	**September 17, 2018**
Review Year	**2020**

Background/Purpose:
The purpose of this **Board Policy 3150 – School Fees** is to provide clarity, consistency and accountability on permissible fees and costs that may be charged to parents/guardians of students that attend our Aurora Academic Charter Schools. This policy will assure that Aurora Academic Charter School fees and related schedules are compliant with Alberta Education and School Act expectations and associated regulations.

Policy Statement:
Fees will be charged to parents/guardians upon registering their child/children with Aurora School. These fees will follow Alberta Education and School Act policies and regulations to assure a fair and accountable system for all stakeholders.

Guidelines:

1. The Aurora Superintendent and Secretary Treasurer, in consultation with Aurora Principals, will annually review the Aurora school fee schedule as part of the budget review process.

2. A draft fee schedule and rationale for increasing, decreasing or retaining fees will be presented to parents/guardians at the School Council and school website. Input from parents/guardians is requested in a reasonable time frame.

3. The Secretary Treasurer will present the annual fee proposal to the Aurora Board of Directors during the spring budget proposal process. The Secretary Treasurer will outline the fee schedule, rationale for increasing, decreasing fees or retaining fees, and any proposal of new fees (if applicable).

4. The fee schedule clearly defines what the fees cover. Fees charged to parents/guardians may include and are not limited to:
   a. Transportation fees
   b. Technology user fees
   c. Fees for optional courses and related consumables
   d. Field-trips
   e. Extracurricular fees
   f. Activity fees
   g. Lunch supervision fees
   h. Yearbooks
   i. Other fees to enhance education over above basic education requirements and accountabilities (Kindergarten to Grade 9)

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5. Parents for whom Aurora fees may cause hardship may submit a written request to their school principal for one or more fees to be waived for a particular year period. A form for requesting fee waiver can be found in Aurora Administrative Regulation (AR) 3150. Note: A principal may adapt fee payment schedule or waive particular fees for parent(s)/guardian(s) on a case by case basis when the parent/guardian demonstrates financial difficulty.

6. The Aurora principal will review completed Request for Waiving Fees form and inform parent/guardian within ten (10) working days of receipt of the written request. Request for waived fees not approved by the principal can be appealed to the Secretary Treasurer.

7. If for any reason a student for whom fees have been paid, does not attend Aurora or utilize benefits for fees collected, the parent/guardian may request in writing, that fees be refunded. Written request for fee refunds should be addressed to the Aurora Secretary Treasurer who will reply within ten (10) working days.

Accountability:
The Aurora annual consolidated fee revenue schedule will be reviewed annually by the Board of Directors and Superintendent in conjunction with annual budget. This process, when required by current policies and regulations, will include submission and approval by Alberta Education.

References:
The School Act
School Fees and Costs 101/2017 Regulation
AR 3150 – School Fees