



## AP 502 – FEES ASSOCIATED WITH STUDENTS

### BACKGROUND

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The Division authorizes the collection from any or all of the students of a reasonable sum for the purposes of recovery of:

1. Costs associated with accidental or willful damage to school property;
2. Fees or dues with respect to student organizations and related program needs and activities approved by the school.

### PROCEDURES

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1. In accordance with the *Education Act*, Section 87, when students are held accountable for accidental or willful damage to school property, the money may be recovered directly by the school or by the Division's Accounting Services Branch.
2. The Board authorizes the collection of money from students for purposes of fees or dues with respect to student organizations and related activities approved by the school, or other educational supplies approved by the Principal of the school.
3. Receipts shall be issued for all money collected from students or their parents or guardians pursuant to this administrative procedure.
4. Financial records of student fees and assessments are subject to third party verification.
5. All money recovered from students as a result of Section 1 application shall be remitted to the Division's Accounting Branch.
6. The Principal is responsible for the implementation of this administrative procedure.
7. The School Business Manual is the resource the school division uses to guide business procedures at the school level. This manual is available on the school division's portal. School Administrative teams should have a good working knowledge of this material.

Reference: Section 85, 87, 142, Education Act  
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