

Issue Date	October 16, 2017
Revision Date	September 17, 2018
Review Year	2020

**Objective:**

The purpose of this regulation is to provide clarity and accountability on permissible fees charged to parent(s)/guardian(s) and independent students. This regulation will assure that Aurora Academic Charter School fees and related revenue schedules are in alignment and compliant with Alberta Education regulations and the Alberta *Education Act*.

**Responsibility:**

*Superintendent, Principals, and all Aurora Academic Charter School staff and programs*

**Regulation:**

- 1) Fees and related schedules will be set annually by school administration (Principal) in compliance with Alberta Education policy and approved by Aurora Superintendent, Aurora Board of Directors and Alberta Education;
- 2) All fees and related schedules will be clear, transparent, and accountable to assure understanding by all stakeholders;
- 3) All students will have access to our core instructional programs irrespective of fees and related schedules;
- 4) Fees will be assessed and used for the purposes clearly stated in the respective Aurora Academic Charter School revenue schedule;
- 5) Fees charged for enhanced educational programs, goods, and/or services must adhere to the direct costs associated with the particular enhancement;
- 6) School principals must submit annually a proposed fee schedule to the Superintendent and Secretary Treasurer. This fee schedule will include existing fees and any proposed increases or new fees. This fee schedule will be:
  - a. Made available to parent(s)/guardian(s);
  - b. Contained in the School Annual Report;
  - c. Reflect ongoing input from stakeholders (parents, students, staff, School Council, Board of Directors, and Principals);
- 7) The Principal may waive or adjust fee payments for a student on a case by case basis parent(s)/guardian(s) share clear evidence and proof of financial hardship or for compassionate grounds.

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**REQUEST FOR WAIVING OF FEES FORM**

**Please return the completed form to your school principal. Please print clearly.**

Date: \_\_\_\_\_

To the Aurora School Principal,

Please consider this request for the waiving of fees for my student for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_.

This request is being submitted because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Home E-mail address: \_\_\_\_\_

Work E-mail address: \_\_\_\_\_

**References:**

*BP 3150 School Fees*