



Commission scolaire English-Montréal
English Montreal School Board

POLICY: FINANCIAL CONTRIBUTIONS FROM PARENTS OR STUDENTS

CODE: DG-23

Origin: General Directorate
Authority: Resolution #06-06-21-13
Reference(s): Education Act, Section 212.1

PREAMBLE

As part of its general functions, and as established by Section 212.1 of the Education Act ('EA'), the School Board shall adopt a policy on the financial contributions that schools and adult education and vocational training centres may request from parents or students for purposes such as:

- documents in which students write, draw or cut out (Section 7 EA);
- pencils, paper and other objects of a like nature (Section 7 EA);
- childcare for pre-school and elementary school students (Section 256 and 258 EA); and
- noon-hour supervision (Section 292 EA).

RATIONALE

This Policy describes the roles and responsibilities of the school board, school/centre administrators, governing boards, parents, and students.

The Policy also describes the elements that must be taken into account before financial contributions are requested from parents or students as well as the types of material or services for which fees can be charged.

POLICY STATEMENT

The principle of the right of access to free public education, funded through tax dollars contributed by all members of society, must be respected in considering which fees should be charged to parents or students. It is understood that no student will be deprived of educational services due to financial difficulties in regards to fees.

ROLES AND RESPONSIBILITIES

School Board

The School Board develops, implements, and monitors the application of the policy and ensures that the provisions of the law are respected. The School Board also consults the Central Parents' Committee on the policy as mentioned in Section 193 EA.

School/Centre Administrator

The Administrator presents a proposal to the Governing Board to allow its members to establish the principles for determining the cost of the materials, as well as a list of objects mentioned in Section 7 EA.

Governing Board

Pursuant to Section 77.1 and Section 110.3.2 EA, the Governing Board establishes the principles for determining the cost of materials and approves a list of the objects mentioned in Section 7 EA; this is based on the School/Centre Administrator's proposal and after taking into consideration the present policy and the other financial contributions that may be charged to parents or students for services referred to in Sections 256 and 292 EA.

Parents

The parents are responsible to pay the fees.

Students

The students are responsible for the didactic material put at their disposal as mentioned in Section 8 EA. In addition, students enrolled in adult education and vocational training programs are responsible for the payment of applicable fees.

CATEGORIES OF FEES

Fees for Consumables

Consumables include perishable materials such as: documents in which students write, draw, or cut out, including workbooks and agendas; pencils and other objects of a like nature, including art supplies, paper, photocopies, glue, science materials, computer and lab supplies, identification cards, safety and hygienic equipment or materials, etc.

These fees are determined by the School/Centre Administrator, subject to the principles approved by the Governing Board and in accordance with the approved list of materials and objects.

Didactic Materials for Adult Education and Vocational Education Students

Consumable and/or non consumable instructional materials.

Activity Fees

Examples of fees are: fees charged for yearbooks, graduation expenses, participation on a team or club that is extra-curricular, etc.

These fees are compulsory for students participating in the related activity.

Field Trip Fees

Field trip fees are determined in accordance with school policy and subject to the approval of the Governing Board. These fees are separate from the consumable fees and do not fall under the purview of this present policy.

Daycare Fees (Section 256 EA)

Daycare fees are charged separately to parents, in accordance with the Government's directives and in conformity with the School Board's policy on *School Daycare Services* (CS-9).

Noon-hour Supervision Fees (Section 292 EA)

Noon-hour supervision fees are approved by the Governing Boards of schools offering this program and charged separately to parents. They must be charged in accordance with the School Board's policy on *Noon-hour Supervision* (DG-17).

Service Fees

These are fees charged to students for the enrolment process and for the re-integration into the centre after a prolonged unauthorized absence.

These fees are specific to students enrolled in the adult education and vocational training programs.

APPLICATION

The Director General is responsible for the application of this policy.



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PROCEDURE:	FINANCIAL CONTRIBUTIONS FROM PARENTS OR STUDENTS	CODE: DG-23.P
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Reference(s):	Education Act, Section 212.1

The following procedures are established to ensure a uniform application of the policy on the Financial Contributions from Parents or Students.

YOUTH SECTOR SCHOOLS

Fees for Consumables

1. Each school will develop a list of consumable materials and fees which parents/students will be charged.
2. Each school may charge fees for consumable materials as proposed by the Principal and approved by the Governing Board.
3. The amount of the fees is determined by taking into account the cycle and subject or domain and the related purchase price.
4. Each school that charges fees for consumables will develop procedures for the collection of these fees in conformity with relevant cash handling policies and procedures in effect.

Service Fees

1. Schools with special projects or International Baccalaureate (IB) Programs may charge service fees or activity fees as proposed by the Principal and approved by the Governing Board.
2. Fees for application and examinations charged by schools with special projects or IB Programs are non-refundable.

ADULT EDUCATION CENTRES

Service Fees

1. Each centre charges the service fees as established by the AEVS Department for each academic year.
2. The service fee for an academic year is set at \$100.
3. The service fee is refundable only as per the conditions stipulated on the registration form and upon the return of the original registration receipt.
4. In accordance with Article 7 of the Education Act, service fees do not apply to students registered in Literacy Educational Services.

Activity Fees

1. Each centre charges the activity fee as proposed by the Centre Director and approved by the Governing Board.
2. The activity fee is refundable based on the conditions applicable to the refund of the service fee.

Didactic Materials

1. Each centre draws up its own list of didactic materials and corresponding cost to students. Such cost will be in compliance with established rules as set by the School Board.
2. No refund will be permitted once the student has received the materials.
3. Centres may lend didactic materials to a student for a specific period of time. In such cases the student is required to place a deposit covering the approximate cost. Upon the return of said material, the deposit will be reimbursed to the student provided that the materials are returned in good condition.

VOCATIONAL TRAINING CENTRES

Service Fees

1. Each centre charges the service fees as established by AEVS.
2. The service fee for an academic year is set at \$100. per academic year. A program that exceeds an academic year will have an additional charge of \$50. per semester.

A program of 450 hours or less will have a charge of only \$50.

3. The service fee is refundable only as per the conditions stipulated on the registration form and upon the return of the original registration receipt.

Activity Fees

1. Each centre charges the activity fee as proposed by the Centre Director and approved by the Governing Board.
2. The activity fee is refundable based on the conditions applicable to the refund of the service fee.

Didactic, Safety and Hygienic Material

1. Each centre draws up a list of materials, safety and hygienic equipment based on the MELS' Table of Specifications. Students will be charged for materials and equipment intended for personal use.
2. Centres may lend materials to a student for a specific period of time. In such cases, the student may be required to make a deposit up to a maximum of \$200. Upon the return of the said materials, the deposit will be reimbursed to the student provided the materials are returned in good condition.