

Administrative Procedures Manual	Administrative Procedure 503
	Fees Refund, Waiver and Unpaid Fees
Page 1 of 1	APPROVED: Aug 22 2017
	AMENDED/REVIEWED: September 2019, December 2020
LEGAL REFERENCE:	Section 52, 53, 197, 222 Education Act; Alberta School Fees Regulation; School Transportation Regulation

Background

As part of the requirements of *Policy 16 – Student Fees* of the Grande Prairie Public School Division, an Administrative Procedure that outlines the process of waiving school fees and the collection of unpaid fees is required.

Procedures

1. Waiver or Refund of School Fees

1.1. Principals have the authority to waive or refund school level and transportation fees due to financial hardship.

1.1.1. The principal will ensure that staff and parents are aware of the process for waiving or refunding fees through the school website or handbook.

1.2. When payment of fees cannot be made, or a refund is requested, the parent(s)/guardian(s) or independent student is required to make written request for special consideration:

1.2.1. To the school principal using [Application for Waiver or Refund of Student Fee\(s\) \(Form 503-1\)](#).

1.3. Any disputes arising from the determination of eligibility for fee waived or refunded will be first dealt at the principal level. If resolution is not obtained, then final decision will be made by the Superintendent or designate.

1.4. The school principal will provide a record of students with waived fees to the Associate Superintendent of Business Services.

1.5. The waiver of fees must be requested annually at the applicable school.

1.6. In the event a student leaves, fees for services provided over time shall be assessed and refunded on a pro-rated basis.

1.7. In the event that costs directly related to a fee are less, the difference will be refunded.

2. Unpaid Fees

2.1. Principal informs parent(s)/guardian(s) in writing of the status of unpaid fees and requests payment by a specified date.

2.2. The principal will provide the Associate Superintendent of Business Services, a record of unpaid fees as of the end of January.

2.3. The Associate Superintendent of Business Services will inform parent(s)/guardian(s) in writing of the status of unpaid fees and will request payment by a specified date.

2.3.1. In May, a report of unpaid fees will be provided to the Board. Any further action will be determined at that time.