

Administrative Procedure 506

FEE WAIVER

Background

Fees are required to supplement services for students. While fees are necessary, some parents or students may be unable to afford such fees. To ensure that students have equitable access to education programs the Division makes provision for forgiving or adjusting fees where economic hardship can be demonstrated.

Procedures

1. Applications for waiver or adjusting of the fee ([as per Fee Waiver Guidelines - Appendix](#)) will be made directly to the Secretary-Treasurer who will be responsible for making the appropriate determination.
2. The Secretary-Treasurer in consultation with the Superintendent shall establish criteria by which applications are evaluated. The details of the criteria are not to be made public.
 - 2.1 Criteria for evaluating applications shall include income levels using data available from Statistics Canada, family size and other criteria that may be useful in determining economic hardship.
3. Each application will be assessed on an individual basis from the information provided on the [Fee Waiver Application - Form 506-1](#), supplemented, if necessary, by discussion with the applicant.
 - 3.1 Waiving or adjusting of fees may be applied to any school established fees.
4. Fees may be waived or adjusted for the entire school year or for a portion of the school year, subject to specific circumstances.
5. Rejected applicants may appeal to the Superintendent.

Reference: Section 16, 16.2, 20, 51, 60, 61, 113, 116 [School Act](#)

Adopted: May 2017

Reviewed/Revised: