

*School Fees and Optional Enhancements to Programs**

Guildford Learning Centre

Basic student fee	Student Activity Fee	\$20
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Optional enhancements and extracurricular activities:

Graduation Fee		\$15
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Deposit for texts or calculators (fully refundable upon return)		\$25
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*See full description of fees and enhancements on the attached appendix.

Appendix: Legislation and School Fees

Instruction is provided free of charge to all students registered in a school's education program sufficient to meet the general requirements of graduation, and it shall provide free of charge any resource material necessary to participate in that program. The School Act permits the charging of fees for certain items. In Surrey secondary schools, the following structure applies through Board [Policy 9802](#) related to fees and any costs for students or families. Any school fees will be communicated to parents and students of each school's community on an annual basis.

Basic School Supplies

Students will need to provide their own basic supplies and equipment for their own personal use at school. This includes supplies such as paper, writing tools, calculators, notebooks, gym strip, sewing kits, and some other items needed for various electives.

Inability to Pay Fees

The district's hardship policy is an important part of our fees. No student will be denied the ability to participate in any part of the school's educational programs as a result of an inability to pay. Every school must develop a process whereby fees may be waived because of financial hardship. The process must incorporate the principles of fairness, confidentiality, and sensitivity, while maintaining family respect and dignity. All letters to parents requesting payment of a fee will include a statement that explains the school district's fee waiver policy and the protection of privacy.

Student Activity Fee

This fee is charged to all students and is in the range of \$20-25 per student. Each school will communicate to parents and students the breakdown of where the funds from activity fees are directed. Typical activities supported by these fees are:

- Student Agenda
- Student Council Events
- Athletics
- Locks

Athletics

Participation in athletics and organized sports is an important part of a school's culture. Each secondary school is unique in the sports offered and the levels at which they participate. Students can expect a cost for participation which is dependent on the level of the sport, the number of games or tournaments played, the travel involved as well as other factors including fees for referees which are paid by the school. A significant portion of the costs associated with athletics go to the provincial bodies that organize these events. Every attempt is made to keep costs to a minimum and it is normal practice to have parents pay in a lump sum at the beginning of any one sport season so parents understand the true costs involved for full participation. No school shall generate an ongoing surplus as the result of collection of fees for athletic programs and organized extracurricular sports.

Certification

Some programs include a component that offers an external certificate recognizing unique qualifications. Examples are St. John's First Aid, Food Safe, Superhost, and Worldhost. These certificates help prepare students for employment and schools charge a fee to recover the cost of certification. The cost to the student will match the cost to the school for the certificate.

Examinations

Some programs offer external examinations where students can obtain credit for post-secondary institutions as a result of successfully completing the exam. International Baccalaureate and Advanced Placement are examples. Where students take these exams, a fee is charged to recover the cost of the examination and the fee shall be less than or equal to the actual cost of the exam.

Field trips

Students may be charged fees for expenses such as transportation, accommodation, meals, entrance fees and equipment rentals for optional field trips, or other extracurricular outings or events. Students will not be charged fees for any field studies/field trips where attendance is mandatory as part of a course or program.

Graduation Ceremonies

The graduation ceremony is an important tradition that represents the end of a student's school experience. Costs do apply as these extracurricular events are hosted in a variety of venues across the district and different traditions and formats require different levels of student costs. No student will be denied the ability to participate in a graduation ceremony due to an inability to pay the cost. Every effort is made to keep costs to a minimum and no school will compile an ongoing surplus as a result of monies collected to host a graduation ceremony.

International Baccalaureate (IB)

The IB program is based on standards and curriculum developed by the International Baccalaureate Organization. This program meets all requirements of our province and also offers additional opportunities and enhancements. A Board may charge a fee for students enrolled in an IB program for direct costs that are above and beyond the costs required for a standard educational program. These fees must be published on an annual basis.

Materials consumed in a course

In courses that consume materials (e.g. art, cooking, woodworking, metalwork, science) schools can only charge for materials or goods that are surplus to what would be necessary for the student to meet the expected outcomes in a course. If a student is going beyond the basic requirements of a course and creating projects for personal use (e.g. creating a table of mahogany rather than plywood), then the student may bring their own materials from home or the cost for the materials for these enhanced projects may be recovered through a fee.

Musical Instruments

A board may charge a fee for the rental of a musical instrument for the student's personal use or the student may provide their own instrument when he/she is part of a fine arts class or a course with a musical component.

Specialty Academies

Some schools have “specialty academies” which is an educational program that emphasizes a particular sport, activity or subject area. All academies require consultation with the Parent Advisory Council of a school and approval of the Board of Education. As part of the Board approval, a specific fee may be charged to support the academy and that fee must be directly related to the activities that are above and beyond a standard educational program. See page 5 for approved fees.

Students in Apprenticeship Programs

Where students participate in a trades program that results in certification or is part of an Industry Training Authority apprenticeship, fees may be charged for the rental of tools, equipment and materials necessary for participation in the program or the Board may require the student to purchase his or her own tools, equipment and materials required for the program.

Textbook or Calculator Deposits

In accordance with the School Act, the Board may require deposits for educational resource materials, such as textbooks, novels and other resource materials. The Board will refund all of the deposit to the student upon return of the educational resource materials in good condition. Students will be advised of terms of the deposit at the time the deposit is required. Waiver procedures must be in place for all deposits.

Uniforms

Students sometimes need special clothing (uniforms for band or for cafeteria) to participate in an educational program. These clothes are not a requirement to participate in a program but are logical savings for parents where clothes could be soiled or damaged in shops or the cafeteria. If the clothes (e.g. band or choir uniforms) are owned by the school, a fully refundable deposit may be required to ensure the return in good condition.

Workbooks

Workbooks are optional enhancements to educational programs. These workbooks are designed for a student’s personal use as they will write in the books during the course of instruction. Where a workbook is regularly used as part of a course and a student does not wish to purchase their own workbook, one will be provided and students will not be permitted to write in the workbook.

Where there is an optional fee for a workbook, that fee will match as close as reasonably possible to the exact cost of the workbook to the school. No school will accumulate an ongoing surplus as a result of workbook fees.

Yearbooks

Yearbooks are common in schools and are optional. The cost for a yearbook for a school shall be directly related to the development and publishing costs of the yearbook and no school shall generate an ongoing surplus as the result of the fees charged to students who wish to buy a yearbook.