

Instructional Resource Fees



May 2026

Background

The Division supports a system of Instructional Resource Fees to be paid by each **child or** student in Division schools.

Fees will be approved by the Board after consultation with parents, school councils, school administration and staff. Fees must be demonstrated to be reasonable and spent for the same purpose as they were collected.

Fees may be waived in certain circumstances, such as cases where parents can show financial hardship. Parents wishing to waive fees must fill out a Waiver of School Fees Application and return to the principal for review. Disagreements on the outcome of an application will be referred to the Secretary-Treasurer.

Procedures

1. A Board shall not charge any fees for textbooks, workbooks or photocopying, printing or paper supplies as stated in the School Fees Regulation. The Board will establish and approve a school fee schedule each year, prior to the start of the school year. Fee schedules will be posted on the Prairie Land and/or individual school websites.
2. Fees for Career and Technology Studies (CTS) and distributed learning courses can be charged, but they must not exceed the costs for materials used. These fees will be determined at the local school level. School-assessed fees must be annually posted on the school's website.
3. Students may be assessed additional costs for projects that extend beyond the requirements of the curriculum only with the approval of the Superintendent.
4. Students who lose or damage texts will have to replace them at replacement cost.
5. Students are expected to purchase supplies such as calculators, glue, pencils, pens, crayons, erasers, notebooks, etc.
6. Students may be eligible for a refund of fees which have been paid when the purpose for the fee was not fulfilled. Refunds may be partially issued, depending on the circumstance (such as a non-refundable deposit that was paid, even though the activity did not proceed). Refunds or a credit against future fees may be issued if surplus funds remain after the event or activity has been completed. Disagreements about fees shall be referred to the Secretary-Treasurer for a final decision.

Reference: Section 57 *Education Act; School Fees Regulation*

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