



Context

The School Act S82 and S168 (2) (j) governs school related fees and rentals. Board of Education Fees (ministry order M236/07) and Provincial Fees (ministry order M140/89) further explains fees and rentals related to graduation from schools in B.C.

Policy Statement

The Board will charge fees as needed in full compliance with the School Act and Ministry Orders. No student will be denied access to a program, course or class that is required for graduation because they cannot afford the fee.

Guiding Principles

The Board believes that:

1. Every student has a right to complete a graduation program.
2. Any fees charged will be on a cost recovery basis.
3. A monthly boarding subsidy may be provided to families of eligible students to assist with the costs associated with living away from home while pursuing graduation in a Qualicum School District school.

References:

- The School Act:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_06#section82
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_11#section168
- Ministry Orders:
https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m236_07.pdf
https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m140_89.pdf
- Administrative Procedures to Board Policy 703: Student Fees and Subsidies

Dates of Adoption/Amendments:

Adopted: 1979.07.01

Amended: 1984.07.04: 1988.02.14: 1988.12.21: 1990.08.29: 1991.09.24: 1991.12.17:
1995.09.26: 1999.03.23: Reviewed 2005.09.19: 2010.02.23: 2018.02.27:
2022.05.24



ADMINISTRATIVE PROCEDURES to BOARD POLICY 703

STUDENT FEES AND SUBSIDIES

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Schools in which any student fees are to be levied must present their fee schedule to the Superintendent for approval by May 15 of each school year. Prior to June 30 each year, the Superintendent will present a schedule of fees for each school for Board approval.

Prior to the submission of the fee schedule to the Superintendent each school must present the proposed full fee schedule to the Parent Advisory Council of the school for consultation regarding the appropriateness and amount of the fees to be charged.

Each school must annually establish and communicate to parents/caregivers the procedures to facilitate participation by any student who would otherwise be excluded from, or experience hindered access to, a program, class or course.

In general, the Board permits schools to charge the following types of fees to students provided that the above conditions are met by schools:

- Schools may charge for, or request that parents/caregivers provide for students, personal supplies and equipment which school do not typically provide, such as: writing tools, notebooks, binders, gym wear, basic art supplies, basic calculator, student planners and other supplies for a student's personal use.
- The rental or purchase of musical instruments for a student's personal use. No student will be denied participation in the instrument music program because of inability to pay for the rental of an instrument. Such cases will be determined by the teacher in consultation with the Principal of the school.
- Schools may charge students a returnable deposit for the use by students of school or district equipment or learning resources which are expected to be returned by students after use.
- Fees may be charged for optional school special events, clubs, sporting and social activities which are not regulated by the *School Act* and which are not essential to the educational curriculum of the school. The Board expects schools to be sensitive to the issue of student/family financial hardship in making decisions to sponsor or organize extra-curricular activities.
- Fees may be charged for optional field trips which are not essential to the educational curriculum. If such field trips occur during the normal operating hours of the classroom, the Board requires that students who do not participate in the optional field trip will be provided with quality alternative educational experiences.
- Fees may be charged where students opt to use materials of superior quality - for example, in a shop class - provided that all students have the option of selecting materials of satisfactory quality without charge.
- Fees may be charged for specialty academies in accordance with Specialty Academy provisions of the *School Act*.
- Students in "trades programs" (as defined in the *School Act*) may be required to provide their own tools, equipment and materials, or the Board may charge fees for the purchase or rental of these items as per the *School Act*.



QUALICUM SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES to BOARD POLICY 703

STUDENT FEES AND SUBSIDIES

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References:

- The School Act
- Board Policy 703: Student Fees and Subsidies

Dates of Adoption/Amendments:

- Adopted: 2018.02.27
- Amended: **2022.05.24**



QUALICUM SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES II TO BOARD POLICY 703
BOARDING SUBSIDIES

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Purpose

The Board of Education acknowledges that it may be necessary for students from Lasqueti or other islands within School District 69 electoral boundaries to live away from home in order to attend school beyond the grade levels offered at False Bay School.

The Board of Education may assist in providing a monthly Boarding Subsidy to eligible students in order to assist families with the costs associated with living away from home to pursue high school graduation in a School District 69 school.

Procedure

1. Application shall be made annually to the Secretary Treasurer.
2. Applicants shall meet the following criteria:
 - a. The student's ordinary residence (the place to which the student returns when not in school) is on Lasqueti or other islands within Qualicum School District electoral boundaries.
 - b. The student will be in attendance at a Qualicum School District public school.
 - c. The student may not be taking all of the student's courses through a distributed learning program such as the Collaborative Education Alternative Program (CEAP).
 - d. The student is required to enroll in a grade level not offered at False Bay School.
 - e. The student is of school age (less than 20 years of age at the end of the school year).
3. Payment shall be dependent upon regular school attendance and a demonstrated commitment to learning and success.
4. Payments shall be made at the end of each school month following receipt by the Secretary Treasurer of verification from the enrolling school of the student's regular attendance and commitment to success.
5. An assignment by the parent/caregiver(s) must be submitted to allow the Board to pay the subsidy on behalf of the parent/caregiver(s) directly to the person providing the boarding/lodging.
6. All contractual arrangements for boarding/lodging of a student are between the parent/caregiver(s) of the student and the person(s) providing the boarding/lodging.
7. Necessary forms for boarding/lodging subsidy application shall be made available on the Qualicum School District website.
8. The amount of the subsidy will be reviewed annually and adjusted in concert with the Consumer Price Index for BC in January of each year.



QUALICUM SCHOOL DISTRICT

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Phone (250) 248-4241 Fax (250) 248-5767

APPLICATION FOR BOARDING SUBSIDY

NOTE: This application form **MUST** be completed and submitted at the beginning of the school year – late applicants will not be paid retroactively.

APPLICANT INFO	1.	Applicant's name:	
	2.	Relationship to student(s):	
	3.	Street address or legal description of family home on the island:	
	4.	Applicant's mailing address:	
	5.	Telephone # & Email address:	
	6.	Comments (if any)	

BOARDING INFO	1.	Person with whom student(s) will be boarding:	
	2.	Relationship to student(s):	
	3.	Street address of boarding home: (House number, Street, Town, Postal Code)	
	4.	Mailing address (if different):	
	5.	Telephone #:	
	6.	Boarding commencement date:	

STUDENT		STUDENT'S NAME	AGE	GRADE	NAME OF SCHOOL
	1.				
	2.				

I hereby apply for Qualicum School District Boarding Subsidy and:

- **I declare that the above noted student(s) meet the criteria listed on Board Policy 703 – Student Fees and Subsidies**
- **I am aware that payment shall be dependent upon the student's regular school attendance and demonstrated commitment to learning and success.**
- **I assign all approved boarding subsidy payments directly to the person providing the boarding/lodging (as listed above).**

APPLICANT'S SIGNATURE _____

DATE SIGNED: _____
(Day/Month/Year)

OFFICE USE ONLY

Copy to A/P: _____

Copy to Parent/Caregiver: _____

Copy to School: _____

Approved by: _____

Monthly Rate: _____ Date: _____



QUALICUM SCHOOL DISTRICT

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MONTHLY BOARDING SUBSIDY REPORT

Boarding Subsidy payment is dependent upon the student's regular school attendance and demonstrated commitment to learning and success.

Verification that Boarding Subsidy eligibility requirements have or have not been met during:

MONTH: _____ **YEAR:** _____

(student's name)

(enrolling school)

1) Regular attendance requirement has been met: ☐ YES ☐ NO

2) Commitment to learning and success requirement has been met: ☐ YES ☐ NO

(Principal's signature)

Payment approved by:

(Date)

(Secretary-Treasurer)