



### Context

The School Act S82 and S168 (2) (j) governs school related fees and rentals. Board of Education Fees (Ministerial Order M236/07) and Provincial Fees (Ministerial 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 Ministerial 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 School District 69 school.

### References:

- [The School Act Sections 82 and 168](#)
- Ministerial Orders [236/7](#) and [140/89](#)
- [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

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. All requests for funds to parents/caregivers must include a link to those procedures.

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*.
- Requests for Indigenous targeted funding and First Nations Band funding should be limited to enhancement activities which are in addition to those experienced by the general student population.

**References:**

- [The School Act Sections 82 and 168](#)
- Ministerial Orders [236/7](#) and [140/89](#)
- [Administrative Procedures to Board Policy 703: Student Fees and Subsidies](#)

**Dates of Adoption/Amendments:**

- Adopted: 2018.02.27
- Amended: 2022.05.24: **2025.02.25 (AP ONLY)**



# SCHOOL DISTRICT No.69 (QUALICUM)

100 Jensen Avenue East

P.O. Box 430, Parksville, B.C. V9P 2G5

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: <small>(House number, Street, Town, Postal Code)</small>	
	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 SD69 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)

<p><b>OFFICE USE ONLY</b></p> <p>Copy to A/P: _____</p> <p>Copy to Parent: _____</p> <p>Copy to School: _____</p>	<p>Approved by: _____</p> <p>Monthly Rate: _____ Date: _____</p>
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SCHOOL DISTRICT No.69 (QUALICUM)

**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)