



Policy 4.07

Category: Business Administration

School Fees and Costs

BACKGROUND

The CAPE Charter Board believes that education is the right of every child and student, and that the full education program, including extra curricular activities as well as expansions and enrichments to the program, must be made available to every child and student that wishes to enrol.

POLICY STATEMENT

1. The CAPE Charter Board is committed to the provision of an educational experience that is inclusive and equitable, and that supports the academic and personal development of every child and student enrolled at CAPE. The CAPE Charter Board is also committed to ensuring that every student is provided with all the tools necessary for learning within and outside of the school. In addition, the CAPE Board of Directors is mindful of its fiscal responsibility and acutely aware of the cost that is associated with the personalized program it offers. The CAPE Board of Directors has therefore adopted a fee schedule that balances the financial requirements of CAPE, the educational experience of the students, and the financial health of their families.

DEFINITIONS

2. **Inclusive** - welcoming to all people, allowing and accommodating people.
3. **Equitable** - fair and reasonable.

GUIDELINES

4. The CAPE Fee Schedule is designed to ensure that every child/student is provided with all required learning tools regardless of the parent/guardian's ability to pay.
5. It is of utmost importance that the parent/guardian's privacy be respected and protected at all times.
6. The CAPE Charter Board charges the Superintendent and the Secretary-Treasurer with the task of annually reviewing the CAPE Fee Schedule as part of the development of the Budget.

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7. The Secretary-Treasurer is to present the draft Fee Schedule and the rationale for changing the fees as well as the proposal of new fees to the CAPE Charter Board at the March Board meeting for Board consideration.
8. The Draft Fee Schedule and the rationale for increasing, decreasing, or retaining fees, as well as establishing new fees, is to be presented to the parents/guardians through the School Council, website, and any other means the CAPE Charter Board deems appropriate. Input from parents/guardians is to be requested within a reasonable time frame.
9. Upon a review of all feedback, the Secretary-Treasurer is to present the finalized Fee Schedule to the CAPE Charter Board at the January Board meeting for Board consideration and discussion.
10. The final Fee Schedule is to be approved at the following Charter Board meeting and shared with all current parents/guardians and parents considering enrolling their child/student at CAPE.
11. The Fee Schedule must:
 - 11.1 be equitable, reasonable, and provide value;
 - 11.2 be mindful of family size, family budgets, and the economy;
 - 11.3 be mindful of the required resources of each grade level;
 - 11.4 clearly state which fees are refundable and which are non-refundable;
 - 11.6 be mindful of the financial viability of the school.
12. The Fee Schedule is to clearly describe what the fee covers.
13. The Fee Schedule is to clearly include the accepted methods of payment and timeline for payment.
14. Parents for whom the fees may cause hardship may submit a written request for one or more of the fees be waived for that particular year.
15. The CAPE Charter Board is to inform parents/guardians of the eligibility criteria, process, and timeline for requesting that one or more of the fees be waived.
16. A Request for Waiving of Fees Form must be submitted for each student in the family.
17. The Request for Waiving of Fees Form can be requested and submitted by any parent November 15th of that academic year. No Request for Waiving of Fees submissions will be reviewed and considered past this deadline.



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18. The completed Request for Waiving of Fees Form is to be reviewed by the Charter Board at the November Board meeting following the submission, and the parent is to be informed of the decision within five (5) working days of the Charter Board meeting.
19. The CAPE Board may waive fees up a maximum of 5% of the total fees charged for the academic year and may, therefore, waive a percentage of the fees for which a Request for Waiving of Fees Form has been submitted.
20. The CAPE Charter Board is to inform all parents/guardians that CAPE applies for transportation grants on behalf of parents that complete and return the transportation contract by the stated deadline and that qualify for the grant. Parents, therefore, have the option of utilizing the grant to cover the fees.
21. The CAPE Charter Board is acting on the honour system and is not requesting proof of financial need. The Board does however expect that every effort be made to pay as much of the fees if possible even though the fees are waived.
22. A parent wanting to request the refund of any fee or cost may do so by requesting such a refund, in writing, via a letter or e-mail addressed to the Secretary-Treasurer. The rationale for the refunding of any fee and cost is to be included in the Fee Schedule.
23. Any dispute or disagreement between parents/guardians and the CAPE Charter Board is to be addressed as follows:
 - 23.1 The parent/guardian is to bring the matter to the attention of the Secretary-Treasurer in writing. The Secretary-Treasurer is charged with the responsibility of addressing the issue within 20 working days from the date of receipt of the communication and inform the parent/guardian, in writing, of the findings or outcome.
 - 23.2 If the dispute or disagreement is not resolved to the satisfaction of the parent/guardian, the parent/guardian is to bring the matter to the attention of the Superintendent, in writing. The Superintendent is charged with resolving the dispute within 20 working days from the date of receipt of the communication and inform the parent/guardian, in writing, of the findings or outcome.
 - 23.3 If the dispute or disagreement is not resolved to the satisfaction of the parent/guardian, the parent/guardian is to bring the matter to the attention of CAPE Charter Board for review and resolution. The CAPE Charter Board will address the dispute within 20 working days from the date of receipt of the communication and inform the parent/guardian, in writing, of the findings or outcome.

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24. The CAPE Charter Board does not charge fees for the transportation of students to and from school since it does not have a transportation system.
25. The attached Fee schedule is subject to change. Therefore, the Fee Schedule page of this policy will be revised at the discretion of the CAPE Charter Board without requiring a revision of the policy.

References:

CAPE charter

Education Act

School Fees and Costs 101/2017 Regulation

Policy 8.09 Student Transportation

Adopted: June 28, 2017

Revised: August 30, 2017

Revised: September 12, 2017

Revised: September 26, 2018

Revised: March 31, 2021

Motion: #2017-06-28-9

Motion: #2017-08-30-9

Motion: #2017-09-12-2

Motion: #2018-09-26-6

Motion: #2021-03-31-3