



FEES FOR LEARNING MATERIALS AND ACTIVITIES

Legal References:	<i>Education Act</i>
Related References:	<i>Ministry of Education "Fees for Learning Materials and Activities Guideline", March 2011</i> <i>Administrative Procedure 4900 – Fees for Learning Materials and Activities</i>
Effective Date:	<i>April 26, 2004</i>
Revisions:	<i>May 11, 2015, June 18, 2018</i>
Reviewed:	<i>June 19, 2017, November 13, 2017</i>

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to acknowledge that:
 - 1.1.1 Students are entitled to an education that ensures they achieve their full potential through the equitable and appropriate allocation of funds provided by the Ministry of Education;
 - 1.1.2 Enhanced educational opportunities for all students are made available through shared responsibilities with parents and guardians and other community resources.

2. Guidelines

- 2.1 Materials and activities essential for a course or program are to be provided through school operating budgets at no cost to the student.
- 2.2 Successful completion of a required course or credit is not dependent on the payment of any course fee by a student.
- 2.3 Each school defines/determines the basic materials and activities required for courses.
- 2.4 A fee may only be charged for:
 - 2.4.1 Supplies, services or activities that are considered enhancements to a program or course
 - 2.4.2 Specialized Programming
- 2.5 Specialized Programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum and considered appropriate by the Ministry of Education for the charging of fees. A listing of Specialized Programming can be found at <https://www.wrdsb.ca/learning/programs/secondary-school-information/magnet-programs/>.
- 2.6 Any charges for supplies, services or activities must reflect the actual costs of the enhancements and are to be reviewed with the school council before implementation annually. The process used is to be open and transparent and requires accountability to the school community.
 - 2.6.1 The fees for learning materials charged at schools will be reviewed periodically to ensure compliance with this policy.

- 2.7 All schools will develop a process to identify and support students requiring financial assistance and staff will ensure that any issue is dealt with in an appropriate, sensitive and confidential manner.