

## Administrative Procedure 506

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# FINANCIAL HARDSHIP

## Background

The District is committed to ensuring that no school-age student will be denied an opportunity to participate in a course, class or program because of an inability to pay fees.

## Procedures

1. The District recognizes that some families may not be able to afford school fees. No student of school age will be denied an opportunity to participate in a course, class or program because of financial hardship.
2. Applications
  - 2.1. Parents unable to pay some or all of a school fee are invited to speak to their child's teacher, school counsellor, and/or the Principal.
3. Confidentiality
  - 3.1. All financial hardship applications and discussions shall be confidential, with a view to facilitating the student's participation.
4. Actions
  - 4.1. Actions that may be taken to address barriers to participation include: partial payment or complete waiver of the fee, payment by installment, and/or fundraising activities to reduce overall costs.
5. Publication
  - 5.1. The District's financial hardship procedures shall be published in each school's schedule of fees, included on excursion and activity permission forms, referred to in school newsletters, published on school websites, included in application forms for educational programs requiring payment of fees or for which students are required to provide their own special equipment, and teachers and administrators shall be alert to such cases.

Reference: Section 20, 22, 65, 82, 82.1, 82.2, 82.3, 82.4, 85 School Act  
Ministerial Order 236/07

Adopted: October 18, 1982

Revised: August 1, 1990; November 10, 1997; July 2, 2008; September 24, 2018