

Student Fees, Fines and Charges

Schools must make available to parents a comprehensive fee schedule and/or a list of requirements before the start of each school year. Each school shall submit, annually to the Secretary-Treasurer/Chief Financial Officer, a copy of the school's comprehensive fee schedule and/or list of requirements for that year.

Student Fees

Students in high schools may be assessed an annual student fee but this is not to exceed \$33.00. Students in middle schools may be assessed an annual student fee of \$30. Students in elementary schools may be assessed an annual student fee of \$50 for a full-time student and \$35 for a half-day kindergarten student. All such money shall be accounted for in the school's financial statements.

Text Books

Students shall be charged for damaged or lost textbooks.

Correspondence Course Fees

Senior years students taking courses by correspondence because the high schools in the Division do not normally offer them, will have the course fee refunded by the Board upon presentation of proof of completion of the course.

Post Graduation Credits

After high school graduation, students have the option of taking additional credits. Students who pursue this option will be funded on a prorated basis up to a maximum of four credits.

Adult Student Fees

All resident adult students over the age of 21 years old, who are enrolled in programs in St. James-Assiniboia School Division shall be charged a fee as determined by the Secretary-Treasurer/CFO, annually.

This fee shall apply to all adults who reach their 21st birthday before the commencement of the first and second semester.

Course refunds will be established in the following manner:

- a. 100% of the fee shall be refundable if the student withdraws from the course before the classes commence

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- b. 50% refund shall apply where the student is enrolled in the class up to the end of the first month of the semester (September 30th, February 28th)
- c. 25% refund shall apply where the student is enrolled in the program for the first 2.5 months of the semester (November 15th, April 15th)
- d. No refund shall be given to the student if the student withdraws from the course after the 2.5 half month period.

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