

# ECONOMIC HARDSHIP

## Background

Fees are required to assist in financing services for students. While fees are necessary, some parents or students may be unable to afford such fees. To ensure that students have access to a basic education the Division makes provision for forgiving or adjusting fees where economic hardship can be demonstrated.

## Procedures

1. Application for Waiver of School Fees (Form 506-1) or adjusting of the fee will be made directly to the Director of Business Services who will be responsible for making the appropriate determination.
2. The Director of Business Services in consultation with the Secretary Treasurer shall establish criteria by which applications are evaluated. The details of the criteria are not to be made public.
  - 2.1 Criteria for evaluating applications shall include income levels using data available from Statistics Canada, family size and other criteria that may be useful in determining economic hardship.
3. Each application will be assessed on an individual basis from the information provided on the application form, supplemented, if necessary, by discussion with the applicant.
  - 3.1 Waiving or adjusting of fees may be applied to:
    - 3.1.1 Division established; e.g., bus fees, course fees, distance education technology costs (teacher directed programming from PRSD).
    - 3.1.2 School established: e.g., extra-curricular sports fees.
4. Fees may be waived or adjusted for the entire school year or for a portion of the school year, subject to specific circumstances.
5. Rejected applicants may appeal to the Secretary Treasurer.

Adopted/Revised: JUN 2016/NOV 2019/AUG 2021/SEP 2022

Reference: Section 32, 33, 52, 53, 59, 68, 197, 222, 257 Education Act