

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #ES-G-08

TUITION FEES

[BOARD MINUTE #04-98, Page 4]

The Chignecto-Central Regional School Board is committed to the principles of open access to education and life-long learning.

Accordingly, students who were enrolled in the regional school system in the previous year may continue (subject to annual approval) past their twenty-first birthday **if they are successfully completing the requirements of a prescribed program.**

The Board will also consider requests for enrolment in Regional schools from:

- a) persons over the age of twenty-one who have not been registered in the school system in the previous year; and,
- b) non-funded students who reside within Nova Scotia but outside the Chignecto-Central region.

In this regard, the Board expects that the Superintendent of Schools (or designate) will prepare, implement and monitor procedures such that:

- requests from over-age and/or non-resident students for enrolment will be considered;
- if class size and circumstances permit, such requests shall be granted on condition that the student(s) pay tuition fees per the requirements outlined in the Administrative Procedures related to this policy; and,
- amendments to the schedule of tuition fees must be approved by the Board by June 30 of the preceding school year.

TUITION FEES

POLICY #ES-G-08

ADMINISTRATIVE PROCEDURES

- Authorization** These Administrative Procedures have been authorized by the **Superintendent of Schools**.
- Scope** Policy #ES-G-08 and these Administrative Procedures apply to all **Principals, Family of Schools Supervisors, Business Managers, Finance Department Staff, non-resident students, and persons over twenty-one years of age wishing to enrol in Chignecto-Central Regional schools**.
- Responsibility** It is the responsibility of the **Director of Education Services** to ensure that Policy #ES-G-08 and these Administrative Procedures are implemented.
- Implementation** Policy #ES-G-08 and these Administrative Procedures shall be implemented by each school **Principal**, assisted by the Family of Schools Supervisor and the Business Manager.
- Procedures**
1. The school **Principal** shall:
 - a) advise all non-resident students and persons over the age of 21 wishing to enrol in a Chignecto-Central school regarding the requirements under Policy #ES-G-08;
 - b) receive and consider all requests for enrolment from such students / persons; and,
 - c) consult with and submit a recommendation to the Family of Schools Supervisor regarding enrolment of such students / persons.
 2. The **Family of Schools Supervisor** shall:
 - a) consider the recommendation of the Principal; and,
 - b) in consultation with the Principal, approve or deny the request.

3. The school **Principal** shall:
 - a) advise the non-resident student (parent / guardian) or the over-age person of the decision; and,
 - b) advise the non-resident student (parent/guardian) or the over-age person of the tuition fee payment procedures and schedule (**per Appendix "A"**)
4. The **non-resident student** (parent / guardian) or **over-age person** shall pay tuition fees to the Family of Schools Business Manager (per Appendix "A: - Schedule of Tuition Fees).
5. The **Family of Schools Business Manager** shall:
 - a) receive / record tuition payment(s);
 - b) issue an official C.C.R.S.B. receipt to the non-resident student (parent/guardian) or over-age person; and,
 - c) forward tuition payment to C.C.R.S.B. Accounts Payable office.
6. The **non-resident student** (parent/guardian) or **over-age person** shall present official C.C.R.S.B. receipt to the school Principal:
 - i) prior to registration (for fall term / semester)
 - ii) prior to Christmas Break (for second term / semester)

Requests for Tuition Fee Exemption

7. The **non-resident student** (parent / guardian) or **over-age person** may request (in writing) an exemption to payment of tuition fees and submit request to the school Principal prior to registration for any school term.
8. The **Principal** (in consultation with the Family of Schools Supervisor) shall:
 - a) consider request for fee exemption; and,
 - b) forward a recommendation to the Director of Education Services regarding the tuition fee exemption request.

9. The **Director of Education Services** shall:
 - a) approve or deny the request; and,
 - b) advise (in writing) the school Principal and the non-resident student (parent-guardian) or over-age person of the decision.

Distribution: All Policy and Procedure Manual holders

TUITION FEES

(Policy #ES-G-08)

Schedule of Tuition Fees

Tuition fees / payment schedules for non-resident students and/or persons over-age twenty-one enrolling in Chignecto-Central Regional School Board schools . . .

1 course - \$250 (payable prior to registration)

3 courses - \$600 (payable prior to registration)

5 (or more courses) - payable as follows:

- \$600 (minimum) prior to registration for fall term / semester
- \$400 (balance) prior to Christmas Break

Textbook Usage Fee - \$50 (non-refundable) per term / semester

- payable prior to registration for each term / semester