

<b><i>Policy Manual</i></b>  PAGE: 1 of 3	CODE: Policy 16 TITLE: Student Fees APPROVED: May 26, 2009 AMENDED/REVIEWED: 2011 to 2020; May 25, 2021; May 10, 2022; August 23, 2022
LEGAL REFERENCE: <i>Education Act</i> ; SA 2012, c E-0.3; Sec. 57, <i>School Fees Regulation</i> , AR 95/2019	

## Policy

The Board of Trustees of the Grande Prairie Public School Division (the Board) may charge fees to help offset the costs of providing educational resources and services to students pursuant to *Section 57 of the Education Act* and the *School Fees Regulation*.

## Guidelines

### Purpose of School Fees

1. The Board may charge school fees for the purposes of:
  - 1.1 Providing students with instructional supplies or materials for elective courses;
  - 1.2 Providing school field trips and extracurricular activities; and
  - 1.3 Enrolling student in an alternative program.
2. The Board shall not charge fees for textbooks, workbooks, photocopying, printing, or paper supplies.
3. The Board will make its best efforts to keep fees to a minimum and to charge fees only when necessary.

### Board Approval

3. The Board must approve the setting of a new school fee or an increase or decrease of any existing school fee.

### Consultation with Parents

4. Prior to seeking the Board's approval to set, increase or decrease a school fee, a school's principal (the Principal), or designate, shall consult with parents (as defined in the *Education Act*, section 1(1) [r] and 1(2)):
  - 4.1 the consultation may occur through School Council meetings or any other forum that the Principal deems appropriate.
  - 4.2 the Principal or designate shall ensure that the proposed change in school fees is prominently posted on the school's website including an explanation demonstrating why a change in school fees is required and a means by which parents can submit questions about the proposed change in school

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- fees or make representations with respect to their support for or objection to the proposed change in school fees.
- 4.3 the Principal or designate shall document the consultation process and shall provide the Board with a written summary of the efforts undertaken to consult with parents when seeking approval for the setting or change to the school fee; and
  - 4.4 if the Board decides that the efforts made by the Principal or designate were insufficient, the Board shall direct the Principal or designate to undertake further consultation prior to considering the request to approve the setting, increase, or decrease of the school fee.

#### Waiver of School Fees

5. The circumstances in which a school fee may be waived or refunded and the process by which a parent or independent student may apply for a waiver or refund are set out in Administrative Procedure 503, which is published on the Board's website.
6. Any disputes regarding waiving or refund of school fees will be first be addressed by the Principal. A parent or independent student whose application for a waiver of refund of school fees has been denied by the Principal may request that the Superintendent, or designate, review the Principal's decision to deny the waiver or refund.
7. The Principal and school level administration shall ensure that school fees are only used for the purpose for which they are collected and are directly related to the cost of the resource provided to the student.

#### Financial Statements

8. Standardized financial records shall be maintained at the school and Division level and shall document the amount of fees collected and disbursed.
9. The financial records must align with the accounting framework established by the Board and be in the form set by the Minister of Education (the Minister).
10. The financial records must demonstrate that school fees have been spent for the same purpose for which they were collected.

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Elective Course Resource Fees

11. Students registered in certain elective courses may be charged elective resource fees to offset the costs of providing resource materials, specialized equipment, and rental of other facilities for programming.
12. No elective resource fees shall be charged for students in Music, Orchestra, Band or Choral Programs except for refundable damage deposits and equipment rental fees which are paid by the parents or student directly to a private music instrument rental company.

International Student Fees

13. The Board shall charge international students the fees set out in Appendix “B”.

Transportation Fees

14. Transportation fees are set out in Administrative Procedure 550, which is published on the Board’s website.

School Fee Schedule

15. Each year the Board will establish a school fee schedule setting out each school fee that may be charged. As part of the budget approval process in May of each year, the Board shall establish and approve the school fee schedule for the following school year.
16. Prior to the start of each school year, the school fee schedule for that year shall be published on the Board’s website and in any other manner that the Board determines will provide parents with adequate notice of the school fee schedule.
17. The approved school fee schedule for each school will be attached to this Policy as Appendix “A” and will be replaced from time to time to reflect any change.
18. The school fee schedule shall be reviewed on an annual basis by the Board as part of the year-end review process.

Collection of Unpaid Fees

19. The Superintendent shall establish an Administrative Procedure for documenting and collecting unpaid fees.

**Appendix A**  
**Grande Prairie Public School Division**  
**School and Transportation Fees Schedule**  
**2023 - 2024 School Year**

**Alexander Forbes School**

**Early Childhood Services**

Kinderpal Program - Monthly	350.00
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**Fees for Optional Courses**

Art	20.00
Building Construction	35.00
Food Studies	40.00
Health Sciences	5.00
Robotics	10.00
Sports Performance	10.00

**Extracurricular Fees**

Badminton	10.00
Basketball	40.00
Curling	35.00
Track & Field	15.00
Volleyball	40.00

**Activity Fees**

Ski Trip - Nitehawk Local Ski Hill	50.00
Field Trips	60.00
School Dances	10.00
Special Activities	5.00

**Non-curricular Goods and Services**

Locks	5.00
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**The Academy**

**(Alexander Forbes, Aspen Grove, Derek Taylor Public School, Ecole Montrose, Grande Prairie  
Christian School, Isabel Campbell Public School, Parkside School,  
Grande Prairie Composite High School, Charles Spencer High School)**

**Alternative Program Fees**

Academy Hockey 4-10	2,800.00
Academy Golf/Dance Hybrid 7-8	3,200.00
Academy Golf/Hockey Hybrid 7-8	3,200.00
Academy Golf/Soccer Hybrid 7-8	3,200.00
Academy Golf/Dance Hybrid 9-10	3,400.00
Academy Golf/Hockey Hybrid 9-10	3,000.00
Academy Golf/Soccer Hybrid 9-10	3,200.00
Academy Athletics 4-8 and 9 GP Christian School	1,400.00
Academy Athletics 9	750.00
Academy Athletics 10-12	300.00
Academy Dance 4-8 and 9 GP Christian School	2,800.00
Academy Dance 9-12	3,700.00
Academy Soccer 4-9	2,700.00
Academy Soccer Winter Training Team 10-12	1,600.00

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Academy Golf 7-12	1,600.00
<b><u>Non-Curricular Travel</u></b>	
Academy Hockey Trip	4,000.00
Academy Dance Trip	3,000.00
Academy Soccer Trip	4,000.00
Academy Golf Trip	4,000.00
<b>Aspen Grove School</b>	
<hr/>	
<b><u>Early Childhood Services</u></b>	
Kinderpal Program - Monthly	350.00
<b><u>Fees for Optional Courses</u></b>	
Art	30.00
Construction Design	30.00
Food Studies	30.00
Inclusive Education Skills	30.00
Leadership	30.00
Maker space	30.00
Outdoor Education	30.00
Technology	30.00
Total Body Fitness	30.00
<b><u>Extracurricular Fees</u></b>	
Badminton	20.00
Basketball	40.00
Curling	40.00
Lego Club	10.00
Mountain Biking	30.00
Track & Field	20.00
Volleyball	40.00
<b><u>Activity Fees</u></b>	
Field Trips	20.00
Gator Blocks	30.00
Ice Fishing	20.00
Music Trip	300.00
School Dances	15.00
Ski Trip - Nitehawk Local Ski Hill	60.00
Ski Trip - Outside of Grande Prairie	150.00
Swimming - Lessons at Eastlink	75.00
<b><u>Non-curricular Goods and Services</u></b>	
Agenda Books	15.00
Year Book	40.00

**Appendix A**  
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**2023 - 2024 School Year**

**Avondale School**

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**Early Childhood Services**

Kinderpal Program - Monthly 350.00

**Extracurricular Fees**

Curling 35.00

**Activity Fees**

Sewing/Crocheting 20.00

Ski Trip - Nitehawk Local Ski Hill 50.00

**Non-curricular Goods and Services**

Recorders for Grade 3 Students 10.00

**Bridge Network**

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**Adult Education Fees**

Adult Fees 500.00

Adult Textbook 175.00

Adult Registration Fee 50.00

Adult Course Extension Fee 100.00

Adult Course Challenge Fee 125.00

**Non-curricular Goods and Services**

Caution Fees - Dual Credit 300.00

Refundable Deposits/Damage Fees 100.00

**Appendix A**  
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**School and Transportation Fees Schedule**  
**2023 - 2024 School Year**

**Charles Spencer High School**

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**Fees for Optional Courses**

Art 10/20/30	20.00
Business Ed	20.00
Construction 10	25.00
Construction Senior	40.00
Cosmetology 9	40.00
Cosmetology 10	45.00
Cosmetology 20/30	60.00
Cosmetology Esthetics	60.00
Cosmetology Nails	70.00
CTS Jr Auto	20.00
CTS Sr Auto	40.00
Fabrication/Welding	40.00
First Aid	60.00
Food Safety	30.00
Fashion Design	20.00
Foods Studies 10	40.00
Foods Studies 20	50.00
Foods Studies 30	60.00
Grade 9 Options	20.00
Guitar	20.00
Outdoor Ed	60.00
Physical Education 20/30	60.00
Vis Com Tech	20.00

**Extracurricular Fees**

Badminton - Jr	250.00
Badminton - Sr	500.00
Basketball - JR boys/girls	350.00
Basketball - JR Zones	50.00
Basketball - SR boys/girls	1,300.00
Basketball - SR Provincials	400.00
Curling	35.00
Food safety certification	30.00
Food skills club	100.00
football	800.00
Golf	50.00
Golf Zones	50.00
Grad	135.00
Grad Fashion Show	20.00
Rugby	750.00
Rugby Provincials	400.00
Soccer	60.00
Track and Field	50.00

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Tri District Hockey	50.00
Volleyball - Jr	350.00
Volleyball - JV/Sr	1,700.00
volleyball Provincials	650.00
XC running	500.00
Yoga	20.00

**Activity Fees**

Model United Nations	180.00
Music Trip	3,500.00
Outdoor Ed Trip	200.00
Skills - Grade 9 Exploration	200.00
Skills - Boat Race	200.00
Skills - Regionals	100.00
Skills - Team fee	215.00
Skills - GETT	60.00
Skills - Trade Camp	20.00

**Non-curricular Goods and Services**

Caution Fees/Refundable Deposits/Damage Fees	300.00
Yearbook	60.00



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**School and Transportation Fees Schedule**  
**2023 - 2024 School Year**

**Grande Prairie Composite High School**

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**Fees for Optional Courses**

Academy Athletics 9/10/11/12	150.00
Art 9/10/20/30	40.00
Commercial Art 20	40.00
Communication 10	20.00
Computer Science	40.00
Computer Studies 10/20/30	20.00
Computer TIA IT Fundamentals	20.00
Computer TIA A+	140.00
Cosmetology 9	40.00
Cosmetology 10	60.00
Cosmetology 20/30	80.00
Cosmetology 40 - Apprenticeship	100.00
Cosmetology Nail Tech	60.00
Cosmetology Skin Care	60.00
Cosmetology Theatrical Makeup	60.00
Design 9/10/20/30	20.00
Drama/Theatre 10/20/30	40.00
Film Studies 9	20.00
Fitness Powerlifting 10/20/30	20.00
Fitness 10/20/30	20.00
Food 10/20/30	60.00
Foods 9	40.00
Grade 9 Auto	20.00
Grade 9 Building Construction	20.00
Jr. Auto	60.00
Jr. Building Construction	60.00
Jr. Welding	80.00
Outdoor Ed	20.00
Photo 20/30	20.00
Physical Education 20 & 30	60.00
Robotics 20	40.00
Robotics 9/10	20.00
Sr. Auto Apprenticeship A	80.00
Sr. Auto Apprenticeship B	60.00
Sr. Auto	60.00
Sr. Building Construction	60.00
Sr. Welding	80.00
Total Body Fitness 9	20.00
Video 20/30	20.00
Visual Communications 10	20.00

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**Grande Prairie Composite High School**

**Extracurricular Fees**

Badminton	70.00
Basketball - Gr. 9 Girls	410.00
Basketball - Gr. 9 Boys	410.00
Basketball - Sr. Boys	1,400.00
Basketball - Sr. Girls	1,400.00
Basketball Pow Wow Tournament	350.00
Cross Country Running	250.00
Envirothon	100.00
Football	800.00
Football Spring Training	135.00
Golf	150.00
Grad	175.00
Grad Tickets	5.00
Grade 9 Boys Basketball	410.00
Grade 9 Girls Basketball	180.00
Rugby - Boys	400.00
Rugby - girls	400.00
Soccer	30.00
Track & field	100.00
Volleyball - Boys Grade 9	120.00
Volleyball - Girls Grade 9	120.00
Volleyball - Pow Wow Tournament	350.00
Volleyball - Sr Girls	800.00
Volleyball - Sr. Boys	800.00
XC running	150.00

**Activity Fees**

Model UN	160.00
Music Trip	3,500.00
Skills	150.00
Skills Nationals	850.00
Viscom Photo Trip - Jasper	0.00

**Non-Curricular Travel**

Travel Club	5,000.00
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**Non-curricular Goods and Services**

Caution Fees/Refundable Deposits/Damage Fees	300.00
Comp Clothing	65.00
Music Instrument Rental	50.00
Student Council	20.00
Yearbook	50.00

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**Crystal Park School**

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**Early Childhood Services**

Preschool Integration Program - Monthly	265.00
Kinderpal Program - Monthly	350.00

**Fees for Optional Courses**

Art	20.00
Food Studies/Home Ec	20.00
Industrial Arts	30.00
Outdoor Ed	20.00
Puppetry	10.00
Robotics	10.00
STEM	20.00

**Extracurricular Fees**

Basketball	40.00
Bowling	4.00
Curling	35.00
Eastlink	10.00
Volleyball	20.00

**Activity Fees**

Field Trips	5.00
Ski Trip - Nitehawk Local Ski Hill	50.00

**Derek Taylor Public School**

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**Early Childhood Services**

Kinderpal Program - Monthly	350.00
Preschool Integration Program - Monthly	265.00

**Fees for Optional Courses**

Art	10.00
CTS - Total Body Fitness	10.00
Drama/Theatre	10.00
French	10.00
Food Studies/Home Ec	10.00
Industrial Arts/Construction	10.00
Music	10.00
STEM	20.00

**Extracurricular Fees**

Badminton	20.00
Basketball	40.00
Curling	35.00
Movie	10.00
Track and Field	15.00
Volleyball	40.00

**Appendix A**  
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**Activity Fees**

Field Trips	5.00
Historic Dunvegan	10.00
Music Trip	300.00
Ski Trip - Mountains	150.00
Ski Trip - Nitehawk Local Ski Hill	50.00

**Non-curricular Goods and Services**

Recorders	10.00
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**Ecole Montrose School**

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**Early Childhood Services**

Kinderpal Program - Monthly	350.00
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**Fees for Optional Courses**

Art	10.00
Construction Technology	10.00
Fashion	10.00
Foods	10.00

**Extracurricular Fees**

Badminton	20.00
Basketball	35.00
Curling	35.00
Track and Field	35.00
Volleyball	35.00

**Activity Fees**

Field trip fee	10.00
Grade 2 and 4 Swimming Lessons	70.00
Grade 6 Trip	95.00
Music Trip	300.00
Ski Trip - Nitehawk Local Ski Hill	60.00

**Alternative Program Fees**

French Immersion Preschool	200.00
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**Non-curricular Goods and Services**

Agenda Books	8.00
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**Grande Prairie Christian School**

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**Fees for Optional Courses**

Art	25.00
Outdoor Ed	25.00

**Extracurricular Fees**

Music Provincials	150.00
Music Trip	300.00
School sports	25.00

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**Hillside Community School**

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<b><u>Early Childhood Services</u></b>	
Kinderpal Program - Monthly	350.00
<b><u>Fees for Optional Courses</u></b>	
STEM	20.00
<b><u>Activity Fees</u></b>	
Music Trip	300.00
Passion Block	10.00
Ski Trip - Nitehawk Local Ski Hill	50.00
Recorders	10.00

**Isabel Campbell Public School**

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<b><u>Early Childhood Services</u></b>	
Kinderpal Program - Monthly	350.00
<b><u>Fees for Optional Courses</u></b>	
Art	25.00
Food Studies/Home Ec	25.00
Industrial Arts	25.00
Recorders	10.00
<b><u>Extracurricular Fees</u></b>	
3D Hockey/Soccer	25.00
Badminton	10.00
Basketball	20.00
Cross Country Running	10.00
Curling	35.00
Volleyball	20.00
<b><u>Activity Fees</u></b>	
Arts and Craft Club	10.00
French Movie	7.00
Grade 7/8 Special activity fee	5.00
Kindergarten Snack Fee	5.00
Mindful Movement	5.00
Orange Shirt Day	13.00
Pink Shirt Day	13.00
Ski Trip - Nitehawk Local Ski Hill	50.00
Special Activity Fee	10.00
<b><u>Non-curricular Goods and Services</u></b>	
Agenda Books	7.00
Locks	5.00
Student Council	10.00
Yearbook	35.00

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**School and Transportation Fees Schedule**  
**2023 - 2024 School Year**

**I. V. Macklin Public School**

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**Early Childhood Services**

Kindergarten Program - Monthly 350.00

**Fees for Optional Courses**

Art 30.00

CTS (2-30 min blocks) 40.00

Drama/Theatre 20.00

Food Studies/Home Ec 50.00

Industrial Arts 50.00

Second Languages 20.00

Total Body Fitness 20.00

**Extracurricular Fees**

Badminton 20.00

Basketball 25.00

Cross Country Running 10.00

Curling 45.00

Soccer 20.00

Swimming 15.00

Track and Field 20.00

Volleyball 25.00

**Activity Fees**

Arts and Crafts Club 20.00

Clubs 20.00

Field Trips 15.00

Maker space 20.00

Music Trip 300.00

Movies 20.00

School Dances 10.00

Ski Trip - Nitehawk Local Ski Hill 60.00

Special Activities 5.00

**Non-curricular Goods and Services**

Student Council 5.00

Music - Recorders 15.00

Locker Rental 5.00

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**Maude Clifford Public School**

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**Fees for Optional Courses**

Art	30.00
CTF Option - Biking	60.00
CTF Option - Foods	20.00
CTF Option - Golf	60.00
CTF Option - Sewing	20.00
Robotics	20.00

**Extracurricular Fees**

Curling	35.00
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**Activity Fees**

CTF Option - Art Factory	8.00
Field Trips	20.00
Games	10.00
Ukulele	10.00
Special Activities	5.00
Ski Trip - Nitehawk Local Ski Hill	50.00

**Non-curricular Goods and Services**

Agenda Books grades 2 - 6	10.00
Agenda Books grades K - 1	5.00

**Parkside Montessori School**

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**Alternative Program Fees**

Montessori Preschool	34.00
Montessori Kindergarten	250.00
Montessori Gr 1-6	450.00

**Activity Fees**

Field Trips	20.00
Choir Provincials	50.00
Curling	35.00
School Clubs	30.00
Ski Trip	50.00
Swimming Lessons	60.00

**Non-curricular Goods and Services**

Library Book Replacement	25.00
Milk Cards	10.00
Music - Recorders	15.00
Replacement Green Pouch	10.00
Yearbook	40.00

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**Riverstone Public School**

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**Early Childhood Services**

Kinderpal Program - Monthly 350.00

**Fees for Optional Courses**

Art, CTS Construction, Food Studies 20.00

**Extracurricular Fees**

Badminton 10.00

Basketball 20.00

Cross Country Running 10.00

Curling 35.00

Soccer 10.00

Track and Field 15.00

Volleyball 20.00

**Activity Fees**

Field Trips 10.00

Film Studies 5.00

Grade 8 Activity 10.00

School Dance 10.00

Ski Trip - Nitehawk Local Ski Hill 50.00

**Non-curricular Goods and Services**

Agenda Books 5.00

Yearbook 25.00

**Roy Bickell Public School**

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**Early Childhood Services**

Kinderpal Program - Monthly 350.00

**Fees for Optional Courses**

Art 30.00

CTS Options 20.00

CTS wood work/Industrial Arts 40.00

Fitness 20.00

Food Studies 40.00

Drama 10.00

Jr High Friday Fitness 50.00

Second languages 10.00

Robotics 20.00

**Extracurricular Fees**

Badminton 10.00

Basketball 40.00

Volleyball 40.00

Cross Country Running 40.00

Curling 35.00

Soccer 20.00



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Track & Field	15.00
<b><u>Activity Fees</u></b>	
Music Trip	300.00
Recorders	15.00
Field Trips	20.00
Ski Trip - Nitehawk Local Ski Hill	50.00
<b><u>Non-curricular Goods and Services</u></b>	
Agenda books	10.00

**Swanavon School**

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<b><u>Early Childhood Services</u></b>	
Kinderpal Program - Monthly	350.00
Preschool Integration Program - Monthly	265.00
<b><u>Extracurricular Fees</u></b>	
Badminton	7.00
Cross Country Running	10.00
Curling	35.00
<b><u>Activity Fees</u></b>	
Arts and Crafts Club	10.00
Music - Recorders	15.00
Movies	14.25
Field Trips	15.00
Ski Trip - Nitehawk Local Ski Hill	50.00
Tri-District Choir Concert	5.00
<b><u>Non-curricular Goods and Services</u></b>	
Agenda Books	8.00
Swanavon clothing	60.00

**Division Transportation Fees**

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Ineligible students: < 2.4 km to designated school	32.00
Ineligible students: to school of choice	32.00
Ineligible 1/2 day ECS students < 2.4 km	58.00

**Appendix B**  
**Grande Prairie Public School Division International**  
**Student Fees 2023 – 2024 School Year**

**International Student Fees**

Non-Refundable Administration Fee	250.00
International Student Tuition – Per Year	12,500
Student Insurance – Per Year	500

**Short Term Fees**

Non-Refundable Administration Fee	250.00
Short Term Tuition – Per Semester	6,000.00
Student Insurance – Per Semester	250.00
Students Living on Reserve/Bands who are Status, First Nation or Treaty – Per Year	8,500.00
Out of Province Canadian Residence Student – Per Year	8,450.00