

2010:B11

**MEMORANDUM TO:** Directors of Education  
Secretary/Treasurers of School Authorities

**FROM:** Gabriel F. Sékaly  
Assistant Deputy Minister  
Business and Finance Division

**DATE:** September 14, 2010

**SUBJECT:** Update on fees and fundraising guidelines

I am writing to you today to provide a reminder about fees and fundraising in the context of the *Education Act*. Issues tend to occur in these areas with the return to school. Hopefully the timing of this memo will provide direction should any issues arise.

With the return to school, it is important to ensure existing practices are not in contravention of the *Education Act* requirement that resident pupils are entitled to attend a regular day school program without payment of a fee. The following are examples of activities, programs or materials which are ineligible for fee charges:

- A registration or administration fee (including library fee) for students enrolled in any regular day school program;
- A textbook fee or deposit (schools may, however, recover the costs for the replacement or repair of textbooks, library books or any loaned materials);
- Mandatory flat fees for courses leading to graduation other than specialized programming; and
- Items that are funded through the allocated budget of a school board including, but not limited to, core learning materials for regular classroom programs such as computers, workbooks, textbooks, staff development and training costs.

Furthermore, please keep in mind that fundraising proceeds should not be used for:

- Items that are funded through the allocated budget of a school board including, but not limited to, core learning materials and textbooks
- Infrastructure improvements which increase the on-the-ground capacity of a school (e.g. classrooms);
- Facility renewal normally funded through the school renewal grants such as structural repairs, sanitation or emergency repairs; and
- Administrative expenses

When schools and boards choose to engage in fees or fundraising activities, it is important to be consistent with the purposes and principles of public education. Hopefully the lists above act as a reference for the review of existing school board policies and school practices.

After receiving input on the consultation questions, the Ministry released a draft fees guideline on June 8, 2010, and requested feedback by December 31 ([http://www.edu.gov.on.ca/eng/policyfunding/ADM\\_Memo\\_Boards\\_FeesGuideline.pdf](http://www.edu.gov.on.ca/eng/policyfunding/ADM_Memo_Boards_FeesGuideline.pdf) ). We have heard from our partners, stakeholders and parents regarding this important issue. We are committed to working together to help bring clarity to these practices in education and putting in place guidelines that will inform best practices in the areas of fees and fundraising.

We look forward to receiving your feedback on the draft fees guideline, which should be forwarded to:

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Thank you for your participation as we continue to work in partnership to support our students and their schools and communities.

Original signed by:

Gabriel F. Sékaly  
Assistant Deputy Minister  
Business & Finance Division

cc. Superintendents of Business