



File IFL

COURSE FEES FOR PUPILS WHO HAVE COMPLETED A HIGH SCHOOL DIPLOMA PLUS FOUR ADDITIONAL APPROVED COURSES

Rationale

A person has the right to attend school until the last day of June in the year in which the person becomes 21 years of age, or until the day the person receives a graduation diploma, whichever comes first [PSA 259(1)]. Mature students, including those with a diploma, may enroll in regular programs, subject to the approval of the Principal.

Course Fees shall be assessed to all pupils, over or under age 21, and whether residents of the Division or not, who **have completed a High School Diploma and a maximum of four approved courses beyond the number required for graduation.**

(High School Diploma refers to the diploma issued by a High School and approved by the School Division, and an approved course is one that is listed in the Subject Table Handbook, as an approved course that can be used as credit towards a High School diploma).

The per-course fee shall be based upon the budgeted Base Grant, plus the Supplementary Grant, less the Occupancy Grant, divided by the number of budgeted Full Time Equivalent Students divided by seven. (Motion 03:07:03)

The per-course fee shall be determined annually.

Payment by cheque, payable to the Portage la Prairie School Division, and dated the first day of the term in which the student has been accepted, shall be due upon registration.

Should a student withdraw from a course in which a course fee has been assessed, the amount eligible for refund shall be refunded according to the refund schedule. Eligible refunds, less a non-refundable administration fee of \$50.00 per course, will be first applied against any outstanding fees that may be owed to the school, or to the School Division.

A refund must be requested in writing, and be approved by the School Principal. Refund cheques will normally be available within two weeks.



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Refund Schedule - Traditional School Enrollment

- withdrawal to September 30 - full refund of eligible fees
- withdrawal from October 1 to December 31 - one half of eligible fees
- withdrawal from January 1 to February 28 - one third of eligible fees
- withdrawal after February 28 - no refund

Refund Schedule - Semester School Enrollment

First Semester

- withdrawal to September 30 - full refund of eligible fees
- withdrawal from October 1 - October 31 - one half of eligible fees
- withdrawal from November 1 to November 30 - one third eligible fees
- withdrawal after November 30 - no refund

Second Semester

- withdrawal to February 28 - full refund of eligible fees
- withdrawal from February 29 to March 31 - one half of eligible fees
- withdrawal from April 1 to April 30 - one third eligible fees
- withdrawal after April 30 - no refund