

Fees

This section refers to money collected at the school for a specific purpose authorized by the district fees policy. MyEducation BC has a module for assigning fees to individual students or to groups of students. Payments are recorded to individual student fee records. MyEducation BC provides a variety of reports that can be printed including receipts.

Processes

- Schools enter the codes and descriptions for the fees to be charged by creating Fee Types.
- Schools assign fees to students.
- Schools record fee payments.
- Receipts can be issued when fees are collected in a batch or individually.
- Various reports are available to check records.

Fees and Student Transfer Processes

Outstanding fees remain attached to a student when they withdraw from a school. If the student attends a different school, these outstanding fees will remain on the student record and appear on the account statements at the new school.

- The new school will not be able to make payment or remove the fee from the student record.
- The original school that assigned the fee will be able to delete or void the fee from the Cashier's Office, even after the student has moved to the new school.

Best practice is for schools using fees in MyEducation BC to delete or void outstanding fee balances for students upon withdrawal.

For information on school fees, see the School Act, section 82:

[http://www.bclaws.ca/civix/document/LOC/complete/statreg/--%20S%20--/05_School%20Act%20\[RSBC%201996\]%20c.%20412/00_Act/96412_06.xml](http://www.bclaws.ca/civix/document/LOC/complete/statreg/--%20S%20--/05_School%20Act%20[RSBC%201996]%20c.%20412/00_Act/96412_06.xml)