POLICY  Parent Payments

Rationale:

- To provide a clear set of guidelines for the establishment and collection of Annual College Charges, as paid by parents/guardians/independent students, within Government and Department of Education Policy Guidelines.

- To enable the College to operate in a financially viable and planned way within the framework of a Student Resource Package and the education Reform Act 2006

Aims:

- For College Council to set reasonable annual College Charges consistent with:
  - The provision of an agreed curriculum across Years 7-12 for the subsequent year and
  - The College Strategic Plan.

- To provide adequate information to consultation and communication with parents/guardians and independent students regarding the purpose, context and schedule of College Charges to ensure their financial support for their College.

- To develop an approach to setting and collecting College Charges that operates within Government/DEECD Policy and Guidelines and maximizes payment for charges especially where parents have an obligation to pay.

- To collect the set charges applicable to all students at each year level within a defined time frame.

- To be sympathetic and understanding of the differing circumstances of individual students and families.

- To ensure access by all students to the standard educational program of the College.

- To ensure that a pro-rata repayment of charges applies where an enrolment ceases prior to completion of the academic year. (See refund Policy)

Implementation:

- Working to an agreed timeframe College Council will approve a curriculum plan for the subsequent year and through its Finance Committee recommend a schedule of College Charges (including Resources, Curriculum and other identified components) after consultation and consideration of submissions from Coordinators.

- College Council through Finance Committee and Administration will clearly communicate in writing to parents/guardians mid-year of each year the purpose, context and schedule of the following academic year's College Charges endorsed by College Council incorporating the arrangements for expected payment.

- The College Charges cover those charges that parents are expected to pay and those charges that parents are requested to pay.

  This distinction is consistent with Government Policy.
1. **Essential Education Items**

These are items which parents/guardians pay the school to provide or may provide themselves, if appropriate. These items are essential to support instruction in the standard curriculum program and include:

- materials that the individual student takes possession of, such as text books and student stationery
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering)
- school uniform (where applicable)
- activities associated with, but not part of instruction in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend (e.g. transport and entrance costs).

2. **Optional Extras**

These are items provided in addition to the standard curriculum program, and are offered to all students. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them.

These items include:

- instructional support material, resources and administration in addition to the standard curriculum program (e.g. student computer printing for personal use)
- extra-curricular programs or activities offered in addition to the standard curriculum program (e.g. instrumental music)
- school-based performances, productions and events
- materials for subjects where the payment sought is the difference between the basic materials/services required for access to the standard curriculum program and higher cost alternatives which may be more desirable (e.g. the use of more expensive materials)
- materials and services offered in addition to the standard curriculum program (e.g. school magazines)
- school facilities and equipment not associated with providing the standard curriculum program, and not otherwise provided for through the SRP (e.g. student accident insurance, and hire or lease of equipment such as musical instruments).

3. **Voluntary Financial Contributions**

Parents/guardians, or anyone else, can be invited to make a donation to the school for the following purposes:

- contributions to a building trust fund or contributions to a library trust fund (these trust funds are approved by the Australian Taxation Office and are tax deductible)
- contributions for a specific purpose identified by the school (e.g. equipment, materials or services) in addition to those funded through the SRP. This may include additional computers or student-related services
- general voluntary financial contributions or donations to the school.

The College will request payment of practical and selected studies charges for the following year by mid-September to ensure that the course/study can be offered and is financially viable.
Charges for the following year are to be paid on receipt of listed Charges. It is expected that these charges be finalised at the start of the academic year and/or satisfactory arrangements are in place for that to occur during the academic year as determined by the Principal or Principal’s representative.

Where such payment is not (fully) made, a payment schedule for the following year must be agreed to with the College prior to commencement of the relevant school year. This will ensure individuals circumstances are taken into account and every effort made to allow payment to occur over the year.

Where parents are unable to meet the above commitment, the standard Educational Program is made available to students consistent with DEECD Policy.

The College Council reserves the right to issue such communications as are considered appropriate and consistent with policy and guidelines. This includes requests to cover costs of planned excursions.

These communications may include notification of reduced materials and cancellation of particular services and programs where payment schedules have not been sufficiently adhered to.

Resources:

- College Council will provide the human and physical resources necessary to implement the above in the context of the Student Resource Package or its successor.

- College Council, working particularly through its Finance Committee and College Administration, will ensure all relevant DEECD Policy and Guidelines are considered to ensure currency of this Policy.

Evaluation:

- To be reviewed annually and endorsed by College Council.

**Last Endorsement:**
- Finance Sub Committee: 16/12/2015
- College Council: 16/12/2015

**Review Date:**
- Finance Sub Committee: 2016/2017