MOUNT ELIZA SECONDARY COLLEGE

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. EXPECTED CHARGES

These charges cover:

- Subject Materials Charges in subjects/studies selected by students.
- Goods and services (identified with the Charges schedule) that parents would normally be expected to provide and are provided by the College on behalf of parents.

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.

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.

In regard to Expected Charges, 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.

(See Excursion Policy: All Excursions should be fully costed and not operate at a loss. This will include consideration of replacement teacher arrangements and costs).

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

2. OTHER CHARGES

These charges cover:

- Some costs associated with provision of (additional) goods and services associated with provision of the standard curriculum.

College Charges for the following year to be paid on receipt of listed Charges. Notwithstanding the above, 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 parents are unable to meet the above commitment, the standard Educational Program is made available to students consistent with DEECD Policy.

- All correspondence to and communication with parents and/or staff will ensure the individual's circumstances are taken into account and every effort made to allow payment of Charges over the academic year. Such arrangements will be determined by the Principal or Principal’s representative.

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.

Endorsement: 
- Finance Sub Committee: 15/05/2014
- College Council: 15/05/2014

Review Date: May 2015