

## Rationale

The Education & Training Reform Act 2006 empowers College Councils to charge parent/guardians for goods and services used in the course of instruction of their children, as well as to raise funds. As the quality and variety of educational programs offered by our College are enhanced, College Council requests payment from parent/guardians for certain student materials and services charges, and for modest voluntary financial contributions.

## Aims

To provide high quality learning opportunities for all students, by supplementing limited government funds with approved financial contributions and payments from parent/guardians.

## Implementation

### 1. College Fee Structure

- 1.1. College Council supplements Department of Education funds by requesting payments from parent/guardians for the following items:
  - a) **Essential Education Items** which parent/guardians are required to provide or pay the College to provide eg: stationary booklists, text books and uniforms etc.
  - b) **Optional Extras** which are offered on a user pays basis and parent/guardians can choose whether or not their child participates eg: College magazine, religious education, instrumental music tuition or instrument hire, camps and excursions etc.
- 1.2. In addition, College Council invites parent/guardians to make donations by means of:
  - c) **Voluntary Financial Contributions** which are non-compulsory donations for specific projects eg: library resources, grounds projects, or technologies equipment.

### 2. Payment Schedule/Arrangements

- 2.1. The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (eg: **Essential, Optional or Voluntary**) and advice to parent/guardians to contact the principal if they require support or additional information.
- 2.2. All payments and non-payments will be strictly confidential. The public identification of students or their parent/guardians where payments have or have not been received will not occur.
- 2.3. All costs and processes associated with parent/guardian payments and voluntary contributions will be reasonable, will be justifiable in relation to Department of Education requirements and will be within the expectations and capacity of the College community.
- 2.4. As with all parent/guardian payments to the College, the College Council will provide opportunities for all parent/guardians experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.
- 2.5. Invoices for unpaid **Essential Items** and **Optional Extras** will be mailed monthly, with requests for **Voluntary Financial Contributions** to occur in February and July (if required) each year.
- 2.6. Unpaid **Essential Items** payments will not result in any detriment by the College to the student or family. Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in question. Unpaid **Voluntary Financial**

**Contributions** do not constitute a non-payment and will not result in any detriment by the College to the student or family.

- 2.7. The College is permitted to contact parents/guardians in relation to **Essential Items** once a term.
- 2.8. No collectors of any type, including debt collectors, will be used to obtain funds from parent/guardians or students.
- 2.9. The principal will ensure that all staff are aware of this policy and adhere to it.

### Related Policies / Documents

DET Parent Payment Policy

### Evaluation

This policy was created in term 4 of 2016

This policy will be reviewed as part of the College's annual review cycle