

## School Finance Policy

The school recognises that the socio-economic background of many families requires special consideration. Financial consideration will be given to those families in genuine need; however, families also need to recognise that there are considerable constraints in operating a school.

The school follows the guidelines for the payment and management of school fees which are set by the Department of Education and are defined in the Contributions, Charges and Fees Manual. The school's costing structure and budget relies on prompt payment of school Voluntary Contributions and compulsory Charges. Prompt payment also minimises administration time and costs involved in following up outstanding charges.

The following steps are undertaken to notify families of outstanding contributions and charges:

- Accounts are sent home to families during Term 1 of each year.
- Reminder statements are sent home throughout the year where payments have not been made
- Where necessary, phone calls are made to follow up unpaid compulsory charges.

Parents/carers are encouraged to contact the Manager Corporate Services if they are experiencing difficulties paying Voluntary Contributions and compulsory Charges. The school is able to arrange a payment plan that is suitable to both the family and school. A payment plan, once established, is expected to be adhered to.

### Definitions:

*Voluntary Contributions:* the \$60 Contributions and \$30 P&C Contributions charged to each family at the start of the year. Detailed in the annual Contribution and Charges document.

*Charges:* also referred to as 'extra cost optional components', are the calculated per student cost to participate in the variety of optional activities organised by the school. These include incursions and excursions and may be organised for one class only, for the whole school or for specific specialist groups such as Choir or sporting carnivals. The maximum estimated annual charges are detailed in Contribution and Charges document. Charges are compulsory and a student's participation in an extra cost optional component is conditional on payment of the costs of that component. In some instances, students may not be permitted to participate in an activity if payment, or a commitment to make payment, has not been received by the school.

### Year 6 Camp

Payment for camp is required in full prior to attendance unless special circumstances have been raised, discussed and a payment plan has been pre-arranged and approved by the Manager Corporates Services or the Principal.

### Refund Policy

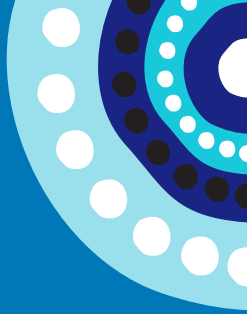
Refund or transfer of charges and voluntary contributions will occur in accordance with the Department of Education's Contributions, Charges and Fees Manual.

Refunds of unused payments occur in the following situations:

- If a student was unable to participate in an incursion / excursion / paid activity
- a student enrolls at another school after the start of the school year.

If a student enrolls at another school after the start of the school year:

- refund any unused funds to the parents
- transfer any unused funds to the new school (arranging this with the parents and new school).



In the event of a student withdrawing from an incursion, excursion or camp the school will be unable to guarantee a full refund where external provider costs have been agreed or prepaid. The bus component of an excursion and camp is not refundable as the school is charged based on quoted numbers of students attending.

When a refund is required, the amount will be calculated and processed by direct deposit, cash refunds are not possible. Refunds will be issued for amounts of \$30 and above. Amounts below \$30 will be credited to the student's account and will be used to offset other costs as directed by parents.

This policy has been approved by the school Finance Committee and endorsed by the School Board.