



# CONTRIBUTIONS AND CHARGES POLICY

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The Government's priority is to ensure that all students are able to access an education program that satisfies the requirements of the Curriculum Framework, within the prescribed maximum voluntary contribution limit (\$60 in Years K-6, \$235 in Years 7-10). All course charges in Years 11 and 12 are compulsory.

In all years where extra-cost optional components are chosen by students, compulsory charges will apply. These charges will be shown clearly on the contributions and charges documentation and will be separate from the requested voluntary contribution (Years K-10).

Years 7 – 10:

- Parents/Guardians of students enrolled at Duncraig Senior High School will receive notification outlining their child's program selection and amounts of contributions sought and charges payable no later than two (2) months before the beginning of the school year.
- The maximum voluntary contribution a school may charge is currently fixed at \$235. Whilst this is a non-compulsory charge it is expected that those parents who can afford to pay do so. Voluntary payments are used towards the cost of materials, services and facilities used by Year 7–10 students
- No child will be disadvantaged if payment is not received.
- *Voluntary Funding Requests* can include P&C Association, Chaplain, Technology and Library resources. Payment is not compulsory but it does enable the school to deliver these resources
- *Optional Courses* have a compulsory charge. It applies to elective subjects in Years 9 and 10 which have a high cost associated with their provision (e.g. Outdoor Education, Home Economics and Boating). These charges **must** be paid. The charges are approved by the School Board and the school does not receive a profit from these charges.
- *Extra Optional Activities* are compulsory charges and are costs associated with excursions, camps, visiting performers etc. These charges are only payable if your child chooses to participate in these activities.
- *Other Optional Charges* include the school diary and Internet/printer costs. Your child will receive a compulsory school diary at the beginning of the school year and throughout the year your child will have access to the Internet and printing for course requirements. These charges must be paid.

Years 11 – 12:

- All subject costs are charges and payment is compulsory.
- There is no upper limit for subject costs. Costs are kept to a minimum and do not exceed the actual cost of materials, services and facilities used by the student in that year. All charges are approved by the School Board.
- *Voluntary Funding Requests* can include P&C Association, Chaplain (for wages), Technology and Library resources. Payment enables the school to provide these resources and deliver effective programs.
- *Extra Optional Activities* are compulsory charges and are costs associated with excursions, camps, visiting performers etc. These charges are only payable if your child chooses to participate in the activities.
- *Other Optional Costs* include the school diary, Internet/printer costs and Graduation Gown Hire. Your child will receive a school diary at the beginning of the school year and throughout the year your child will have access to the Internet and printing for course requirements. These charges must be paid. A Year Book will only be received if full payment is made for all charges owing.

#### Payment of Contributions and Charges:

- Payments are to be received no later than 30th April. Any outstanding charges owing after 30th April will require an *Instalment Agreement* to be completed.
- The school understands that the payment of school contributions and charges can be a burden for some families.
- Three (3) or more reminder notices for outstanding charges will be sent to parents throughout the year.
- Parents who refuse to communicate with the school and have made no effort to make a repayment arrangement will have their names referred to our debt recovery agency.
- Any outstanding charges at the end of the year will carry-over to the next year's total. These outstanding charges are to be paid first.
- The school expects that students choose low cost subjects when non-payment of charges appears to be ongoing. Paying parents should not be expected to subsidise non-paying parents.
- If your child ceases full-time enrolment at Duncraig Senior High School, any outstanding charges remain payable.

**Parents who choose the more expensive option subjects need to consider these costs during the subject selection process. It is unfair for those parents who meet their financial commitments to subsidise the education of those students whose parents do not pay their Contributions and Charges. This school is committed to a compassionate and responsible approach so that all parents should make payments towards their children's education.**

In cases of financial hardship, parents are asked to contact the school to discuss payment options. Ignoring accounts does not allow the school to assist you in making payments. The school can assist parents in selecting options they can afford.

#### The methods of payment are:

- Cash – in person
- Cheque – in person or via mail
- EFTPOS – in Person
- Credit Card in person or via Phone.
- Qkr – Download the free App from your App store
- BPoint – via the Duncraig senior high school Website

If parents do not communicate a commitment for payment of outstanding charges, or if they default on their payment plan arrangements, the school may, without further notice refer outstanding charges to an external agency.