

SCHOOL LEVIES AND CHARGES POLICY

TABLE OF CONTENTS

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<u>TABLE OF CONTENTS</u>	2
<u>MODEL SCHOOL LEVIES AND CHARGES POLICY</u>	3
<u>PURPOSE</u>	3
<u>POLICY OBJECTIVE</u>	3
<u>DETERMINING LEVIES AND CHARGES</u>	3
<u>COMMUNICATION OF LEVIES AND CHARGES</u>	6
<u>PAYMENT OF LEVIES AND CHARGES</u>	6
<u>STUDENT ASSISTANCE SCHEME</u>	6
<u>COLLECTION OF DEBTS RELATING TO STUDENTS</u>	7
<u>REFUND OF LEVIES</u>	7

MODEL SCHOOL LEVIES AND CHARGES POLICY

PURPOSE

- This policy reflects the Department's policy and procedure on school levies and charges and is in accordance with the [Secretary's Instruction No 9 for School Levies and Charges](#).
- This policy applies to the setting and execution of school levies and charges in Government schools.

POLICY OBJECTIVE

- School levies and charges form an essential proportion of school income. All parents and guardians, other than those approved under the Student Assistance Scheme are expected to contribute towards the cost of their child's education.
- The objective of this policy is to ensure that school staff, parents and the community:
 - are aware of their responsibilities with regards to levies and charges
 - are provided with open, fair and honest information concerning the reasons for any levies and charges, and the purposes for which money is collected
 - are aware of various payment options available, including payment by instalments.
- This policy provides a foundation to help ensure that the setting and management of levies and charges is fair and consistent, and that the needs and wishes of all parties involved are taken into account.

DETERMINING LEVIES AND CHARGES

- The School's levies and charges **will** be determined in consultation with the school association.
- The School's levies and charges **will** be set with consideration to community expectations, family financial constraints and inclusive education.
- The School **will** charge an annual all-inclusive levy for each student enrolled at the school.
- The School **will not** exclude students from participating in educational instruction due to the non-payment of levies and charges. The school aims to keep all costs for parents and guardians to the minimum amount possible.

ELIZABETH COLLEGE LEVIES AND CHARGES

- The General Levy covers items such as classroom materials and some curriculum related excursions. The General Levy is charged according to the number of subjects a student has enrolled in.
- A fee per subject applies for students whose main enrolment in 2019 is at a non-government school.
- An additional charge is payable for some subjects to cover the cost of additional support materials, clothing or activities. Details of Additional Subject Charges are listed in the Schedule. These Charges do not apply to STAS recipients.
- Additional optional charges apply to some extracurricular activities, such as optional trips and Enrichment activities. Students are advised of these costs prior to each activity.

ELIZABETH COLLEGE LEVIES AND CHARGES SCHEDULE

General Levy charges:

1 Subject	\$105.00
2 Subjects	\$210.00
3 Subjects	\$315.00
4 Subjects	\$420.00

Athlete Development (AFLW and Netball) – Night \$280.00

Per Subject Fee for students whose main enrolment in 2019 is at a non-government school \$1500

Additional Subject charges:

SUBJECT	DESCRIPTION	2019 FEE
Music 3 Practical Study UTAS College (Performance or Composition) Years 1 & 2	Contribution to tutor/accompanist program, Concert subscription, support materials	\$110.00
Contemporary Music 2 Music Studies 2	Contribution to tutor program, music software	\$80.00
Music Technology Projects Foundation 2 Music Technology Projects 3 (UTAS) Years 11 & 12	Equipment, workshops, support materials	\$50.00
Musical Theatre 2	Scripts, score, support materials	\$30.00
Drama 2 & 3 Theatre Performance 3 Technical Theatre Production 2	Theatre subscription	\$54.00
Dance 2 Dance Choreography & Performance 3	Equipment/workshops/support materials	\$50.00
All Visual Arts Subjects	Materials including paints, paper, clay, various mediums, printing, film, photography paper and other costs	\$80.00 per subject
Body and Soul (Personal Health & Wellbeing 2) Athlete Development 2 (Day classes) Physical Recreation 1	Activities and materials	\$80.00
Outdoor Education 2	Activities	\$100.00
Outdoor Leadership 3	Activities	\$50.00
Food Cooking & Nutrition 2	For food consumed	\$120.00
Café Tang (Food & Hospitality Enterprise 2) Food Enterprise	For food consumed	\$50.00

SUBJECT	DESCRIPTION	2019 FEE
Mathematics Methods Foundation 3 Maths Specialised 4, Maths Methods 4 Biology, Electronics, Physical Sciences and Environmental Science & Society 3 Physics and Chemistry 4	Exam revision booklets	\$15.00 per subject
General Mathematics 3	USB with resources and revision materials	\$15.00
Working With Children 2	Elizabeth College Polo Top	\$26.00
Certificate I in Construction Certificate II in Construction Pathways	Elizabeth College Hi-Vis clothing	\$20.00 (Incl GST)
Certificate I in Sport & Recreation	Activities & EC Polo Top	\$85.00
Certificate II in Sport & Recreation	Activities & EC Polo Top OR Activities only if completed Certificate I in 2018	\$85.00 or \$60.00
Certificate II in Hospitality	For Food Consumed	\$50.00
Certificate II in Kitchen Operations	For Food Consumed	\$50.00
Certificate II in Community Services	Elizabeth College monogrammed Hoodie (Grey)	\$50.00 (Incl GST)
Certificate II in Tourism	Tourism Futures Conference (location to be confirmed) Elizabeth College Hoodie (Grey)	\$55.00 to \$155 depending on location \$50.00 (Incl GST)
ECAAD	Activities	\$60.00
Pathways Plus Program, iClass	Materials	\$50.00

Optional subject and external program charges:

- Additional charges are applied for optional activities or materials in some internal subjects and external programs. These charges are **not** covered for STAS approved students.
- The participation in these activities or purchase of materials is optional and not required for students to complete the subject.

SUBJECT/ACTIVITY	DESCRIPTION	CHARGE
Athlete Development 2C Day	ADP Clothing	Dependant on items requested, from \$28 to \$70
Special event clothing (eg Hoodies)	Souvenir special event clothing for the EC Musical, trips and work placements	Dependant on items available

SUBJECT/ACTIVITY	DESCRIPTION	CHARGE
Enrichment	Activities	Fees apply for some activities and trips. Costs are provided prior to sign-up each term
External competitions	Contribution to external registration costs	A contribution may be applicable to cover external competition registration fees. Charge is provided prior to registration.
Outdoor Education	Optional activities that incur external coaching costs, registration fees or travel costs	A contribution may be applicable to cover cost of external activities
Design & Production 2 (Wood and Composite)	Specialised project materials	Cost depends on type of materials requested
Camps, excursions, interstate and overseas trips	Trip costs including airfares, accommodation, food and activities.	Varies for each trip.

COMMUNICATION OF LEVIES AND CHARGES

A letter **will** be sent from the Principal to the parents or guardians for all enrolled students in term four detailing the expected levies and charges for the upcoming year.

PAYMENT OF LEVIES AND CHARGES

- Payment of levies and charges **MUST** be made by:
 - Cash or credit card at the school office during office opening hours on school days
 - Bpay, Bpoint
 - Service Tasmania.
- Parents or guardians are encouraged to discuss payment of levies and charges as early as possible if there is difficulty in affording any element of the levy or charge.
- A levy instalment plan **will** be made available to parents or guardians who are unable to make a full payment at the beginning of the new school year. This plan offers flexible, sensitively negotiated payment options to assist parents or guardians to budget for this cost. Payments can be made weekly, fortnightly, monthly or at other agreed times after payment of an affordable deposit.
- A copy of the payment options **is** available from the school office and will also be sent with the letter to parents and guardians in Term 4.

STUDENT ASSISTANCE SCHEME

- Student Assistance is available for parents or guardians who meet the criteria of an income test. Please access the Student Assistance Scheme form at [here](#)
- Families approved for STAS are not required to pay levies but may be required to pay other charges.

COLLECTION OF DEBTS RELATING TO STUDENTS

- Outstanding levies and charges will be pursued as a matter of equity to other parents.
- Prior to the below occurring the school will have already issued an invoice for the levies which includes offering the parents flexible payment arrangements. Standard follow up processes such as issuing monthly statements will have already occurred.
- Where debts relating to students continue to be outstanding to the school or the Department, the following action will be taken:
 - The school will contact the parent to arrange a time for discussion of setting in place suitable arrangements for payment.
 - The school will send a minimum of two follow up letters to the parent.
 - If the debt remains unpaid the school can choose to refer the debt to the Department's Finance and Budget Services team for consideration of further follow up actions.
 - In all instances the parents capacity to pay the debt will be considered as part of establishing agreement on repayment arrangements.
 - Students will not be prevented from participating in any activities due to unpaid levies.

REFUND OF LEVIES

- As levies and charges form part of the revenue of the school, and their allocation and expenditure is often committed early in the school year, levies and charges will only be **refunded in certain circumstances**.
- A student who withdraws their enrolment prior to 31 May 2019 may receive a pro-rata refund or credit on the General Levy.
 - Prior to 28 February 100% less Administration Fee of \$20
 - Prior to 31 March 75% less Administration Fee of \$20
 - Prior to 30 April 50% less Administration Fee of \$20
 - Prior to 31 May 25% less Administration Fee of \$20
 - No refunds for Levies apply after 31 May 2019
- Individual circumstances may be considered, and refunds may be granted in exceptional circumstances. A written application must be made to the Office for all refund requests. A \$20 administration fee applies to all refunds.
- Refunds for Additional Subject Fees are only considered where the student has paid for items that have not yet been purchased by the College or issued to the student. Non-refundable deposits apply to some College trips.

ELIZABETH COLLEGE ACTION PLAN

Responsibility/Must	School action plan
Consultation with School Association	School Association to approve model policy and review levies each year
Not exclude students from activities	Teachers advised that no student can be excluded from activities due to unpaid levies.
Communicate levies to parents	Levy information is provided to all parents/guardians at Enrolment Confirmation and is published on the Elizabeth College web site.