

SCHOOL LEVIES AND CHARGES POLICY - ELIZABETH COLLEGE 2024

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PURPOSE

- This policy and the associated procedure meet the requirement under the Education Act 2016 for the principal of a Government School to develop a policy on levies and charges for each year in accordance with [Secretary's Instruction No 9 for School Levies and Charges](#).
- This policy does not detail all requirements for levies and charges practices. These requirements are detailed in full in the School Levies and Charges Procedure.

POLICY STATEMENT

Parents with children enrolled at Government Schools contribute towards the cost of their child's education through school levies and charges. Levies and charges are just one of the ways that parents contribute to their child's school. The Department of Education recognises the other valuable contributions families make to school communities through volunteering, fundraising and other activities.

In adhering to Secretary's Instruction No 9, this Policy and the School Levies and Charges Procedure:

- Schools MUST consider inclusive education, family financial constraints and community expectations when determining school levies and charges.
- Levies MUST be set at the minimum amount possible.
- The principal MUST consult with the School Association in the development of the school-specific Levies and Charges Policy.
- The school-specific Levies and Charges Policy MUST be developed and implemented in accordance with the School Levies and Charges Procedure.

LEVIES AND CHARGES REQUIREMENTS

Once parents have paid the levy, the school will not request any additional payments for essential items or services needed in that school year. This does not include optional items.

Families who are supported through the Student Assistance Scheme (STAS) do not need to pay levies. Applications for the Student Assistance Scheme may be made online, or paper forms collected from the front office at the school.

Levies include costs for all items and services that are required to complete the normal educational instruction at the school.

School uniforms are not included in the levy. Other specific examples and exceptions are detailed in the School Levies and Charges Procedure.

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 / line applies for students whose main enrolment in 2024 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	\$110.00
2 Subjects	\$225.00
3 Subjects	\$340.00
4 Subjects	\$450.00

Per Subject/Line for students whose main enrolment in 2024 is at a non-government school \$1500.00

ADDITIONAL SUBJECT CHARGES

Students enrolled in the following subjects will be invoiced in April for the additional subject charges listed below (please note this doesn't apply to STAS approved families):

SUBJECT	DESCRIPTION	2024 FEE
Music 3 Practical Study UTAS College	Contribution to tutor / accompanist program, concert subscription, support materials	\$200.00
Contemporary Music & Songwriting 2	Contribution to tutor program and music software	\$120.00
Music Studies 2	Contribution to tutor program and music software Introducing Music textbook (from the College Office)	\$120.00 \$22.00
Music Technology Projects - Foundation 2 Music Technology Projects 3 (UTAS)	Equipment, workshops, support materials	\$60.00
Musical Theatre 2	Scripts, score, support materials	\$40.00
Drama 2 & 3	Theatre subscription	\$65.00
Theatre Performance 3	Theatre subscription	\$65.00
Technical Theatre Production 2	Theatre subscription Elizabeth College polo top	\$65.00 \$35.00

SUBJECT	DESCRIPTION	2024 FEE
Visual Arts Subjects – all	Materials including paints, paper, clay, various mediums, printing, film, photography paper and other costs	\$90.00 per subject
Physical Recreation and Outdoor/Fitness Experiences I	Activities and materials	\$90.00
Body and Soul	Activities and materials	\$90.00
Outdoor Education 2	Activities	\$120.00
Outdoor Leadership 3	Activities	\$90.00
Food Cooking & Nutrition 2	For food consumed	\$130.00
Food & Hospitality Enterprise 2	For food consumed	\$80.00
General Mathematics 3	USB with resources and revision materials	\$15.00
Biology 3, Chemistry 4, Electronics, Environmental Science 3, Maths Methods Foundation 3, Maths Specialised 4, Maths Methods 4, Physical Sciences 3, Physics 4	Printed Resources (to replace textbooks)	\$30.00 per subject
Design and Production 2 - Wood or Metal	Contribution to materials	\$50.00
	Contribution to materials	\$50.00
Certificate II in Construction	<i>Elizabeth College hi-vis/safety clothing:</i>	
Certificate II in Construction Pathways	L/S Polo top	\$35.00
	Fleece jumper	\$45.00
	Blundstone Safety Boots	\$135.00
Certificate II in Sport & Recreation	Activities	\$120.00
	Elizabeth College polo top	\$35.00
Certificate II in Hospitality	For food consumed	\$130.00
Certificate II in Cookery	For food consumed	\$130.00
Certificate II in Retail Cosmetics	Make-up brush kit and materials	\$120.00
	Learning Units	\$180.00
Certificate II in Electrotechnology	<i>Elizabeth College hi-vis/safety clothing:</i>	
	L/S Cotton shirt	\$45.00
	Blundstone Safety Boots	\$135.00
Pathways iClass	Materials and learning diary	\$60.00
ECAAD	Activities and camps	\$80.00
EALD3, French 2 & 3, German 2 & 3, Japanese 2 & 3	Education Perfect Language Licence	\$30.00

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, ranging from \$28.00 to \$100.00
Special event clothing (eg Hoodies)	Souvenir special event clothing for the EC Musical, trips and work placements	Dependant on items available
EC Beanies	Elizabeth College beanie	\$14.50 available at Office
VET Subjects	Elizabeth College VET Subject hoodie	\$50.00
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	Varies for each competition
Outdoor Education	Optional activities that incur external coaching costs, registration fees or travel costs	May be applicable to 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

COMMUNICATING ABOUT LEVIES AND CHARGES

A copy of the Levies & Charges policy will be provided to the parents or guardians for all enrolled students in term four detailing the expected levies and charges for the upcoming year. A copy of this is also available on the Elizabeth College website.

Parents experiencing financial hardship are invited to contact the school for information on the financial support options that are available.

The Financial Services Unit within the Department of Education can also be contacted for information on financial support options offered by the Department such as the Student Assistance Scheme at stas@decyp.tas.gov.au or on 1800 827 055. If you have any questions, or would like to provide feedback on school levies and charges, please contact School Business Manager, Stephanie Kelleher 03 6235 6555.

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 <https://stasonlinesubmission.education.tas.gov.au/>
- Families approved for STAS are not required to pay levies but may be required to pay other charges.

PAYMENT OPTIONS

- Payment of levies and charges can be made by:
 - Cash or credit card at the school office during opening hours
 - Bpay, Bpoint, Centrepay
 - Service Tasmania
 - Cheque
- 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.

REFUNDS AND CREDITS 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 will only be refunded in certain circumstances.
- A student who withdraws their enrolment prior to 31 May 2024 **may** receive a pro-rata refund or credit on the General Levy as follows:

○ Prior to 28 February	100%	
○ 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 apply after 31 May 2024.		
- Individual circumstances may be considered, and credits/refunds may be granted in exceptional circumstances. An email (elizabeth.college@decyp.tas.gov.au) application must be made to the Business Manager, Stephanie Kelleher, for all refund requests. A \$20 administration fee applies.