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HAMPTON PARK SECONDARY COLLEGE

MATERIALS AND SERVICE CHARGES POLICY

Rationale:

- To provide a clear set of guidelines for the establishment and collection of Annual College Charges, payable by parents/guardians/independent students, within Government and Department of Education and Early Childhood Development Policy Guidelines.
- To enable the College to operate in a financially viable and planned way within the framework of the Student Resource Package.

Aims:

- For College Council to set reasonable annual College Charges consistent with:
 - the provision of an agreed curriculum across Years 7-12 for the subsequent year and
 - the College Strategic Plan.
- To provide adequate information for consultation and communication with parents/guardians and independent students regarding the purpose, context and schedule of College Charges to ensure their financial support for their College.
- To develop an approach to setting and collecting College Charges that operates within Government/DEECD Policy and Guidelines and maximizes payment for charges especially where parents have an obligation to pay.
- To collect the set charges applicable to all students at each year level within a defined time frame.
- To be sympathetic and understanding of the differing circumstances of individual students and families.
- To ensure access by all students to the standard educational program of the College.
- To ensure that the cost of elective subjects be kept to a minimum and that a variety of subjects at different costs be available for selection by the students.
- To ensure that a pro-rata repayment of charges applies where an enrolment ceases prior to completion of the academic year.

Implementation:

- Working to an agreed timeframe College Council will approve a curriculum plan for the subsequent year and through its Finance Committee recommend a schedule of College Charges (including Resources, Curriculum and other identified components) after consultation and consideration of submissions from Coordinators.
- College Council through Finance Committee and Administration will clearly communicate in writing to parents/guardians in Term 4 of each year the purpose, context and schedule of the following academic year's College Charges endorsed by College Council incorporating the arrangements for expected payment.
- The College clearly indicate the charges that parents are expected to pay and those charges that parents are requested to pay.

This distinction is consistent with Government Policy.

1. EXPECTED CHARGES

These charges cover:

- Subject Materials Charges in subjects/studies selected by students.
- Goods and services (identified with the Charges schedule) that parents would normally be expected to provide and are provided by the College on behalf of parents.

The College will request payment of practical and elective studies charges for the following year by the dates advertised in the Newshamper to ensure that the course/study can be offered and is financially viable.

Where such payment is not (fully) made, a payment schedule for the following year must be agreed to with the College prior to commencement of the relevant school year. (Proforma available).

In regard to Expected Charges, the College Council reserves the right to issue such communications as are considered appropriate and consistent with the existing policy and guidelines.

These communications may include notification of withdrawal of materials and services costs where payment schedules have not been adhered to.

2. OTHER CHARGES

These charges cover:

- Some costs associated with provision of (additional) goods and services associated with provision of the standard curriculum.

College Other Charges for the following year to be paid on receipt of listed Charges. Notwithstanding the above, it is expected that these charges be finalised by the end of Term 1 of the academic year and/or satisfactory arrangements are in place for that to occur during the academic year as determined by the Principal or Principal's representative.

Where parents are unable or unwilling to meet the above commitment, the standard Educational Program is made available to students consistent with DEECD Policy.

- All correspondence to and communication with parents and/or staff will ensure the individual's circumstances are taken into account and every effort made to allow payment of Charges over the academic year. Such arrangements will be determined by the Principal or Principal's representative.
- The following procedures will apply to requests in writing for refund of College Charges:
 - Where payment has been made in the previous year for an enrolment that ceases in the first month of the new academic year the parent will be entitled to a full repayment less administration fee of 5% ratified by the College Finance Committee.
 - Where an enrolment ceases beyond the first month of Term 1, refunds will be paid for the remaining whole term(s),

e.g. - if student ceases early March - refunds for Terms 2, 3, 4 are applicable
- if student ceases May/June - refunds for Terms 3, 4 are applicable

less administration fee of 5% ratified by the College Finance Committee.

Resources:

- College Council will provide the human and physical resources necessary to implement the above in the context of the Student Resource Package or its successor.
- College Council, working through its Finance Committee and College Administration, will ensure all relevant DEECD Policy and Guidelines are considered to ensure currency of this Policy.

Evaluation:

This policy will undergo cyclic minor and major evaluation.

Ratified by School Council 18th March, 2008