
BOX HILL SENIOR SECONDARY COLLEGE

SCHOOL LEVEL PARENTAL PAYMENTS & VOLUNTARY CONTRIBUTIONS REFUNDS POLICY (includes Excursions, Incursions & Extra-curricular Activities)

1. RATIONALE

The *Education and Training Reform Act 2006* ensures the provision of free instruction in the standard curriculum program of a school, but empowers school councils to charge for goods and services used in the course of instruction and to raise local funds.

Whilst the Department of Education & Training (DET) provides the funding to enable the day to day running of the school and the provision of basic resources through the Student Resource Package (SRP), these funds are often insufficient to totally resource the quality learning environment that Box Hill Senior Secondary College provides (BHSSC). It is the School Council's belief that it needs to supplement Government funding with locally raised funds in order to deliver the high quality educational program and services that the community expects of Box Hill Senior Secondary College.

The Box Hill Senior Secondary College Parental Payments Policy outlines the rationale and types of charges applicable at this College and it should be read in conjunction with this policy.

This policy aims to ensure that a fair and equitable refund system is in place regarding payments made by parents to the College for Essential Student Learning Items, Optional Educational Items and Voluntary Financial Contributions.

2. POLICY

The College charges fall into three main categories and the refund associated with each category is outlined below.

Any request for a refund of fees paid should be in writing and be addressed to the Business Manager.

1. Essential Student Learning Items

At Box Hill Senior Secondary College the essential educational items relate to the following charges:-

- Essential Educational Items
- Subject Fees

Most resources that relate to these charges are purchase in the first semester of each year and the refund formula outlined below is based upon the College charges being fully paid with a non-refundable deposit/payment of \$200 being already deducted from the total amount.

Exit Date	Amount kept by BHSSC	Parent Refund amount
The last day of Term 1	35%	65%
The last day of Term 2	65%	35%

- External VET Subjects – students withdrawing from a VET subject which is provided by a provider external to the College will not be eligible for a refund of the materials fees paid for that subject if the withdrawal occurs 4 weeks after the first day of class. Prior to this date a refund of fees pay will be considered if no expense has been incurred by the College.

2. Optional Educational Items - Specialist Programs, Excursions, Incursions and Extra-Curricular Activities

In this category of fees, a number of specific policies have been developed to address refund of fee requests and these policies will be applied:-

- 2.1 Sport Development Programs** (Tennis, Football, Basketball, Netball & Athlete Development):- Refer to:-
BHSSC Sport Exit Refund Policy
BHSSC Sport Injury Refund Policy

2.2 Excursions, Incursions & Extra Curricular Activities: -

Box Hill Senior Secondary College encourages all students to participate in camps, excursions and extracurricular activities

Participation:

Parents are advised to ensure that all fees and levies are paid in full before considering payments for extra-curricular activities.

The Principal may use his/her discretion to subsidize payment for students in financial hardship.

Refunds

Students withdrawing from camps and excursions will not automatically be entitled to a refund.

- Where **no cost** is incurred by the school, a **full refund** will be payable to the student when:
 - The student's place is filled by another student.
 - The Principal deems the student's withdrawal was unavoidable eg: illness. Proof of reason for withdrawal may be requested in such circumstances.
- A **partial refund** will be payable to the student withdrawing when:
 - The Principal deems the student's withdrawal was unavoidable but the school has incurred expenses relating to the withdrawal. In such cases, the refund will be the full amount paid by the student, less expenses incurred by the school as a result of the withdrawal.
 - The Principal deems the student's withdrawal to be avoidable. In such cases, the refund will be the full amount paid by the student, less an administration charge of up to \$20, and any expenses incurred by the school as a result of the withdrawal.
- **No refund** will be payable to the student withdrawing when:
 - The Principal deems the withdrawal was avoidable and the school has incurred the full costs of the excursion or camp.

3. Voluntary Financial Contributions

These are items and services that parents and guardians are invited to support by making a donation to the College. These donations supplement government funds to enable the College to provide high quality programs and facilities.

As contributions to these charges are voluntary, no refund will be available excepting for those students who exit the college prior to 28 February each year. For students who exit the College prior to 28 February, a refund of the voluntary fees will be considered if requested in writing and the amount of the refund made available will be considered by taking into account the attendance rate of the student prior to exit.

Building & Library Funds:-

As donations to these funds are voluntary and tax deductible for donations of \$2.00 or more, no refund of contributions is available.

A copy of this school-level policy will be made available on request.

3. EVALUATION

This policy is to be reviewed annually by the Finance Committee and School Council.

Ratified by Finance Committee: 12 October 2018

Ratified by School Council: 16 October 2018