



# Tumut High School Policy Document

"THS supports a SAFE learning community which develops RESPECTFUL and RESPONSIBLE citizens"

## Fees Policy

### RATIONALE

*Tumut High School requests a voluntary school contribution which is used to enhance the educational outcomes for students. Students who elect to study a course which attracts a fee for consumables, are required to complete payment within a reasonable period of time.*

### IMPLEMENTATION

#### 1. VOLUNTARY SCHOOL CONTRIBUTIONS

- 1.1 Tumut High School will request a voluntary school contribution (hereafter referred to as the general contribution) which is used to enhance the educational and sporting programs for all students from Years 7-12. The funds enable the purchase of teaching resources, furniture, equipment and fittings for the school such as photocopiers, computers, sporting equipment, musical instruments, power tools and machinery, as well as the purchase of paper, first aid supplies and the printing of school reports and certificates.
- 1.2 The Principal is responsible for determining the level of the general contribution, in consultation with the school community, as part of the school budget process.
- 1.3 Parents will be advised that general contributions are voluntary and payment is a matter for decision by parents.
- 1.4 Fees will be charged for elective courses that require the purchase of materials for practical activities which are beyond the minimum requirements of the curriculum.
- 1.5 Parents who are unable to pay for elective courses because of financial hardship may be eligible for assistance from the Student Assistance Scheme or other appropriate sources.
- 1.6 No student or family will suffer any discrimination or embarrassment over failure to make a voluntary or course contribution. Confidentiality, privacy and dignity will always be maintained concerning contributions.
- 1.7 The Principal will adhere to the Code of Practice relating to school contributions and disclose the amount of voluntary school contributions in the annual financial statements.  
  
These statements are provided to the Department of Education, and form part of the school's annual report, which is made available to the local school community.

#### 2. ELECTIVE COURSE FEES (e.g. Visual Arts, Food Technology, IT Wood/Metal)

- 2.1 Course fees will be charged for elective courses that require the purchase of large amounts of consumable items in order to meet program objectives. These fees will be compulsory for all students selecting the course.
- 2.2 The amount of each course fee will be determined by the Head Teacher of the relevant Faculty, in consultation with the Principal, Executive and Teaching Staff, as part of the budget process.



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- 2.3 Parents and students will be notified of the fee applicable to each course, where relevant, prior to subject selections taking place. They will also be advised that the elective course fees are compulsory and provided with information about courses that do not attract any fees.
- 2.4 At the time of completion of the course selection forms, parents and students are required to sign as confirmation that they are aware of, and agree to pay, any applicable course fees.
- 2.5 Students wishing to take part in any extra-curricular school activity will be required to have paid all their elective course fees in full in order to be eligible for inclusion.

Examples of extra-curricular activities include, but are not limited to: Ski Trips; Europe/Central Australia trips; Sporting competitions; Year 12 Formal.

- 2.6 If an excursion is conducted for the purpose of an activity, such as fieldwork, that is considered mandatory, all students will be eligible to take part; i.e. elective course fees do not need to have been paid in full.

For the purpose of this policy an excursion/activity can only be described as mandatory if the activity needs to be completed by the student in order to meet ROSA, Preliminary or Higher School Certificate course requirements - as determined by the Board of Studies or Tumut High School Senior Executive.

## 3. PROCEDURES FOR COLLECTION OF SCHOOL FEES

- 3.1 Tumut High School will make every effort to collect the voluntary general contributions and compulsory elective course fees in a timely manner that is fair and equitable to all members of the school community.
- 3.2 On finalisation of course and class lists, accounts will be mailed to all parents and caregivers, clearly outlining the general contribution and elective course fees applicable for each student.
- 3.3 The school newsletter will feature an article about school fees including the following:
  - a brief outline of the importance of school fees in helping to provide quality educational opportunities for all students,
  - an announcement that accounts have been issued,
  - a brief explanation of financial assistance that may be available and how to apply,
  - an outline of the methods available for the payment of fees, and a request for prompt payment,
  - a reminder that students wishing to take part in any extra-curricular activities or excursions need to have their elective course fees paid in full.
- 3.4 Once accounts for course fees have been issued, teaching staff are to monitor the payment of fees by the students in their class and issue regular fee reminders.



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## 4. PROCEDURES FOR NON-PAYMENT OF ELECTIVE COURSE FEES

- 4.1 Payment of elective course fees is compulsory at Tumut High School.
- 4.2 Parents and students agree to the payment of such fees at the time of course selection; failure to pay these fees is inequitable and places a strain on the school budget; therefore, the following procedures will be followed where course fees have not been paid within a reasonable time period.
- 4.3 Parents will be contacted by the school and reminded of their commitment to the payment of these fees and to determine if there is a reason for non-payment.
- 4.4 If required, a payment plan will be offered to parents to assist them to make regular part payments until fees are paid in full.
- 4.5 In the event of financial hardship, parents will be encouraged to make an appointment with the Principal to discuss the availability of financial assistance.
- 4.6 Students who have not paid their elective course fees in full, to the end of the previous school year, will not be eligible to participate in any extra-curricular excursions or activities during Term 1.
- 4.7 From the commencement of Term 2, students need to have all outstanding elective course fees paid in full (including fees for the current year) in order to be eligible to take part in extra-curricular activities/excursions.
- 4.8 Students who have not made a genuine effort to pay their elective course fees for the current year within a reasonable period of time will be required to select an alternative non-fee paying course.

## Related Department of Education Policies & Documents

*Voluntary School Contribution Code of Practice:*

[https://detwww.det.nsw.edu.au/policies/administrative/financial/fin\\_pol3/implementation\\_1\\_PD20050233\\_i.shtml?level=Schools](https://detwww.det.nsw.edu.au/policies/administrative/financial/fin_pol3/implementation_1_PD20050233_i.shtml?level=Schools)

*Voluntary School contribution Policy, 1995:*

[https://detwww.det.nsw.edu.au/policies/administrative/financial/fin\\_pol3/PD20050233\\_i.shtml](https://detwww.det.nsw.edu.au/policies/administrative/financial/fin_pol3/PD20050233_i.shtml)