



## Policy – Identification and Recording

### Policy Information

<b>Policy Name:</b>	Parent, School and General Payments Policy 2018
<b>Current Version:</b>	October 2017
<b>Purpose:</b>	
<b>Scope:</b>	
<b>Policy Owner:</b>	Brett New, Principal
<b>Policy Author:</b>	
<b>Related policies and legislation:</b>	DECV
<b>Internal procedures guided by this policy:</b>	

### Revision History

<b>Revision Date:</b>	<b>Status: (Draft/Final)</b>	<b>Summary of Changes</b>	<b>Prepared/Approved By:</b>	<b>Revision #:</b>
23.10.2017	Draft		Deanna Butler	1.0

## **Purpose**

To ensure that all payment practices are consistent, transparent and ensure that all eligible students have access to the standard curriculum.

## **Rationale**

Schools are best placed to make local decisions, which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent and school contributions, in all forms, assists the DECV to provide an enriched online learning and teaching program for every student that is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent and school payment charges approved by the DECV Advisory Board that may vary from one school to the next.

## **Payment Categories**

Essential education items are those items or services that are essential to support the course of instruction

These items include:

- materials that the student takes possession of, curriculum materials
- access to online course materials
- transport and entrance for camps and excursions which all students are expected to attend
- overseas postage

Optional education items (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- extra-curricular programs or activities e.g. camps and excursions
- events, valedictory
- Materials and services offered in addition to the standard curriculum program; music scores, Sibelius music notation program.

## **Who should pay?**

### **Full-time/Part-time students**

The DECV sets a materials and services charge for students enrolling with us. This charge is used to cover the cost of learning materials, online curriculum access and other consumables. For students enrolling directly with us, the charge is levied equally, regardless of the number of subjects undertaken.

Students who have listed an overseas postal address on their enrolment application will need to pay an additional charge in order to cover international postage costs.

**Standard rate:** \$160 per year; \$80 per semester

**Additional direct postage cost for students with an overseas address:**  
\$60 per year; \$30 per semester

All payments are GST free except for the international postage charge. The \$60 charge is GST inclusive. Payment by instalments may be considered in certain circumstances.

### **School-based students**

#### **Funding arrangements for Government Schools**

Students in all school years up to and including Year 10 who are undertaking a full school workload (six or more subjects) and studying no more than one subject by distance education will count as full-time at the home school.

Students undertaking Year 11-12 subjects at the DECV should be counted by their home school as part-time students.

Government Schools from which students undertake study at the DECV will be required to pay a materials charge of \$160 per subject (\$80 per Unit). This charge is used to cover the cost of learning materials, online curriculum access and other consumables.

#### **Funding arrangements for Non-Government Schools**

Any state or federal government funding received by Non-Government Schools is not affected if a student enrolls in subjects at the DECV.

The total upfront costs for Non-Government schools from which students enrol in the DECV is \$810 per subject (\$405 per Unit). This amount is made up of a service fee of \$650 per subject (\$325 per Unit) and a materials charge of \$160 per subject (\$80 per Unit). The \$650 service fee is approximately equivalent to 0.1 FTE per subject undertaken at the DECV.

It is the responsibility of the home school to inform parents/guardians/carers as to whether they expect them to contribute in full or in part to the costs of enrolment with the DECV. In the case that no payment is attached to an application, an invoice will be sent directly to the school. DECV will **NOT** invoice a third party ie parents/guardians/carers, as it is the responsibility of School Principal requesting the enrolment to remit the correct fees to the DECV once the course has commenced. Enrolments from schools will not be accepted by DECV if there is any outstanding money from the previous year.

## **International Students**

Fee paying international students studying at a Victorian Government School are treated the same as domestic students in Government Schools. Government Schools from which international students undertake study at the DECV are required to pay a materials charge of \$160 per subject (\$80 per Unit).

The total upfront costs for Non-Government Schools from which international students enrol in the DECV is \$1189 per subject (\$594.50 per Unit). This amount is made up of a service fee of \$1029 per subject (\$514.5 per Unit) and a materials charge of \$160 per subject (\$80 per Unit).

## **Concessions and exemptions**

Students who are in receipt of government benefits as listed, at the time of enrolment, will pay the minimum fee for their tuition (proof of benefit is required and a photo copy of the card must be attached to this application to be eligible).

- Commonwealth Health Care Card
- Pensioner Concession Card, or
- Veteran's Gold Card

These concessions do not apply if the student's tuition contribution is being met by a Commonwealth Government Agency or as part of a Commonwealth program or initiative. No concession is available for school-based students.

## **Other support options**

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions and an instalment payment option is available if required. A range of support options are available to assist parents, including Centrelink and Youth Allowance.

## **Refunds**

Applications for refunds will be accepted if they are received in writing at least 7 days prior to the date of the course commencement. A standard handling fee of \$30.00 will apply. After materials have been received by the student and the course has commenced, no refunds will apply.

<b>Date developed/reviewed</b>	Endorsed: DECV Advisory Board; 21 November 2017
<b>Developers</b>	Deanna Butler – Business Manager
<b>Date of next review</b>	September/October 2018