

Contributions and Charges Policy

Melville Senior High School enjoys an excellent reputation for comprehensive education and excellence, offering some of the State's best learning opportunities for students. This reputation is mainly due to the outstanding teaching and administration staff at the School; however, the quality of teaching materials and resources also plays an important role in students' education.

We believe that the best way to provide quality education is through the provision of modern texts and equipment for students.

Unfortunately, we cannot rely on Government funding to provide this higher-than-standard education service. The School Board has approved the charges for Learning Area courses, and payment of school charges will ensure our standards of educational services are maintained.

By providing the best education possible, we believe we are setting our students up for future success. To enable the School to maintain an excellent collection rate of Course Charges and provide the resources, the following procedures have been implemented.

Procedures for Payment of School Fees and Outstanding Payments

Statements will be sent once a month, and in addition, the following will apply.

Term 1 A letter with a copy of the Statement will be sent out approximately Week 4 of Term 1, requesting full payment by the end of term one.

Term 2 Reminder letters with a copy of the Course Charges will be sent out during Week 2.

Parents are requested to pay within 14 days from the date of the letter received to either pay the account or contact the Finance office to discuss a payment schedule. The onus is on the parent to initiate contact with the Finance office, although telephone contact by the Accounts officer will be made where possible.

Term 3 If at the commencement of Term 3, the school has yet to receive payment and there has been no contact made, a Final Notice letter with a copy of the Statement with the balance payable will be issued.

This letter will notify the parent of the intention to take further action if the parent fails to pay the account or contact the School to discuss a payment schedule within seven days of the date of the letter. The onus is on the parent to initiate contact with the Finance office, although telephone contact by the Accounts officer will be made where possible.

If at the end of those seven days (Week 9), payment has yet to be made, or there has been no contact with the Finance office to discuss payment, the matter will be referred to Baycorp Debt Collection Agency to recover all outstanding charges.

Term 4 Outstanding balances for Course Charges are referred to the Debt Collection Agency. Families experiencing hardship should contact the Finance office.

Additional Costs

The School has provided a variety of excursions and activities to support the curriculum across all Learning Areas. In 2023, these activities will form an important part of the school program, and all students need to participate in these experiences.

- Students only incur a cost when they are involved in a particular activity

- The estimated amounts indicated for each activity represent the **maximum** amount that you should anticipate being charged if the student were to participate
- Parents have the option to pay their charges by:
 - payment of these activities may be made via cash, EFTPOS at the office, direct debit into the School's bank account: or by the QKR App
 - families experiencing financial hardship are invited to make an appointment to negotiate a payment plan

Where any credit remains at the end of the school year, it will be:

- the credit can be rolled over into the child's or sibling's account for the following year
- refunded by EFT if requested; or
- donated to the School, a receipt will be issued

REVIEW DATE: December 2023 (unless an update is required)

HISTORY OF CHANGES

Effective Date	Last update date	Policy Version no.	Portfolio Responsible for Review	Notes
01 January 2023	December 2022	1.0	Manager Corporate Services	