



# School Finance Policy

Our finance department processes all payments at Elanora State High School. The finance department is located on the southern side of the administration block. Our payment office hours are from 8am to 11am Monday to Thursday during school term.

Payment can be made in person by cash, cheque, VISA, Mastercard and EFTPOS during our opening hours. Payment may also be made by internet banking. Internet banking can be completed 24 hours a day, 7 days a week. For details on paying by internet banking please see payment options. Credit card payments may also be made by phone.

## **Student Resource Scheme**

The Principal and Parents and Citizens Association of Elanora State High School are proud to be able to extend to you the opportunity to take advantage of the school's student resource scheme. This scheme is authorised to operate under the Education (General Provisions) Act 2006 and Department of Education Training and Employment policy.

The scheme's major purpose is to provide an extremely cost effective and efficient strategy to parents and students which:

- Reduces the heavy financial outlay for parents in providing a wide variety of student resources
- Eliminates shopping for books and resources
- Gives students access to a wide range of up-to-date resources
- Supplements consumable resources which are used to ensure real life learning experiences for our students
- Assists in maintaining a high level of technology across the school learning environment
- Accommodates a range of school based and workplace programs to enhance students' skill development
- Provides whole school sport transport and venue hire.

It is timely to reflect that the government supplies the tuitions fees and basic general foundations for the delivery of student curriculum programs. Please note, the student resource scheme fees have had the cost of the government textbook allowance deducted to reduce the total cost which parents are required to pay. However, as has always been the case, the cost of books and additional resources has been the responsibility of parents and students. All monies raised through this scheme are expended directly on the students of the school on an annual basis.

## **Subject Contribution Fees**

Subject fees are issued for relevant subjects that use a higher level of consumable resources. Full payment is due prior to commencement of the school year/class.

## **Certificate Course Fees**

Selected subjects that are embedded with a certificate accreditation incur an additional fee. A 50% deposit is due prior to the commencement of the school year/course with the balance due by the end of Semester 1.

## **Excursion Fees**

Payments for excursions are required at least one week prior to the excursion/event to enable students to attend. Please ensure all permission forms are completed and returned to class teacher. Please note that all Student and Resource Scheme fees must be paid in full prior to student eligibility for non-curriculum activities.

Deposits will not be accepted for these activities if there is an outstanding debt to the school. These non-curriculum activities include: formal, ski trip, sporting activities, social activities and other non-compulsory events.

## **Payment Plan Options**

### **BPoint**

How does BPoint work? - By filling in a Direct Debit authority you are authorising the school to deduct monthly payments from your valid credit card. You can apply for the payments to occur until a targeted amount or until a certain date. This application is then sent into the Commonwealth Bank who will administer the terms. There are no extra charges passed on to you.

### **CentrePAY**

How does CentrePAY Work? - If you are receiving a payment from Centrelink eg. Newstart, Pension, Family Tax Benefit then you can apply to Centrelink to have fortnightly deductions automatically paid to the school to cover any charges eg. SRS, excursions, subject levies. The payments received by the school will be credited to the oldest debt. As with BPoint, the terms of your CentrePAY deductions are not managed by the school but by Centrelink. You can choose a targeted amount, an end date or leave it open ended eg. \$15/fortnight for the length of enrolment. If, when your student leaves the school, there is a credit on your account this will be refunded to you on application.

### **Financial Hardship**

Parents/guardians experiencing financial difficulty: please contact the school's Business Manager, (07) 5568 4333 if financial hardship exists so that special arrangements can be made. All discussions will be held in confidence.