Rationale

The collection of fees needs to be timely and systematic with a range of supporting procedures that are understood by staff, students and parents. Failure to have a clear policy regarding the collection of course fees could lead to reduced curriculum offerings.

Definition of Terms

There are two categories of school fees:

- **Voluntary School Contribution fee:** this helps to enhance QHHS provision of educational, sporting and other extra-curricular programs.
- **Course fees:** These fees are mandatory and go towards paying for materials consumed during the production of student work and projects i.e. food, wood, textiles, paints, canvas and so on. All course fees are kept to a minimal rate and any changes are negotiated with the Principal and published for the information of students and the school community.

Voluntary School Contribution Fee or General School Charge

$80.00 has been set for payment to assist in the development of the school and its resources in order to ensure a first rate educational opportunity for all students. Much of the funds raised by this fee will be directed to library resources, technology facilities, musical instruments, sporting equipment and teaching resources.

*If paid during Term 1 the fee is reduced to $60.00* to act as an incentive.

Parents are requested to approach the Principal directly should there be some difficulty making this contribution or if payment by instalments is required. Payments as minimal as $5 a month are acceptable.

Course Fees or Subject Charges

- For Year 7 students, an additional fee of **$120.00** is charged to cover all consumable materials used throughout the year in **Visual Arts and Technology**. The payment of this fee provides the school with the necessary funds to purchase all the materials necessary for use by students in these subjects, taking advantage of bulk buy and GST free prices which can be obtained by the school.
- For Year 8 students, an additional fee of **$120.00** is charged to cover all consumable materials used throughout the year in **Technology Mandatory** which includes Industrial Arts, Home Economics and Agriculture. The payment of this fee provides the school with...
the necessary funds to purchase all the materials necessary for use by students in these subjects, taking advantage of bulk buy and GST free prices which can be obtained by the school.

**Elective Course Fees**

Some courses attract additional fees as a result of their use of consumable materials. All costs are kept to a minimum but are necessary in order to provide the materials necessary to meet the practical components of the course. **Students who elect to take these courses are required to pay for the materials that they use. Students who have not paid their fees or negotiated a fee paying schedule will not be able to participate in practical lessons and may be moved to a non-fee paying subject.** In consideration of this it is important to note that there are many non-fee paying electives that students can choose.

Students who have not paid Stage 4 fees will not be able to choose fee paying subjects in Stage 5.

**Note:** All fees are payable to the school office before school, at recess or lunch and a receipt is issued. Fees can also be paid over the phone form 7.30 am.

**Camps and Extra-Curricular Activities**

QHHS recognises that camps and extra-curricular excursion place a financial burden on parents, especially at the beginning of the year. In order to partially alleviate this we request the following:

- Year 7 students going on camp must have paid 25% of their mandatory fees before they can pay the sum total for the camp.
- Any student attending an excursion prior to week 8, Term 1 must have paid any elective fees owing before they will be allowed to pay for the excursion.
- Any student seeking a refund of monies paid for an excursion (prior to the excursion) will need a parent to contact the office via phone or letter. Although all efforts will be made to provide a refund this may not be possible in the event that the school has already paid for the excursion or that bookings and prices are dependent on numbers.
- It is unlikely that any paid monies will be refunded in the event of a student failing to attend an excursion on the day.

**Roles and Responsibilities**

**Head Teachers**

- liaise with HT Curriculum re final class lists
• provide the SAM with accurate class lists so that accurate invoicing may occur
• develop and maintain accurate lists of students who have not paid any fees nor made any steps towards doing so and respond accordingly
• provide clear and accurate information to students and parents regarding fees
• attend lessons in the first two weeks (at least once) to support classroom teachers in delivering the fee payment script
• support classroom teachers in their development and provision of theory lessons to non-fee paying students
• support the HT Curriculum in moving students into other courses as directed by parents OR if no attempt has been made towards addressing fees by week 7
• ensure that all faculty teachers understand and follow fee paying processes

Head Teacher – Curriculum

• liaise with SAM/relevant DP in gathering lists of students who cannot choose fee paying subjects due to fees still owing from previous courses

Classroom Teachers

• deliver the fee paying script to students each lesson for the first two weeks of the course
• deliver invoice script to students in weeks 3 and 4. Provide daily reminders of the importance of paying fees
• develop and provide a theory based curriculum for all students who have not paid their fees (as directed by HT) from week 5

Students

• to recognize and understand that course fees are mandatory
• to ensure their parents are aware if they select any courses that incur a cost
• to ensure that parents receive any invoices or letters that are sent home with the student

Parents

• to recognize and understand that course fees are mandatory
• to discuss appropriate selection of subjects with their child
• to contact the school regarding all invoices or letters regarding fee payment
### Steps for Notification and Collection of Fees in Fee Paying Courses

| Weeks 1 - 2 | • Students are placed in classes /subjects.  
• All teachers of fee paying subjects deliver a script about the need for fees to be paid and how this works EACH LESSON.  
• Minimal practical lessons in the opening two weeks of all practical subjects except for computers. |
|---|---|
| Weeks 3 - 4 | • HT delivers class lists to SAM.  
• Invoices are prepared and sent out with a letter clearly explaining course fees and what happens when they are not paid.  
• Messages on Facebook, in CONTACT and on Website informing parents that invoices for course fees are being sent out.  
• Teacher delivers script to class on invoices being sent out, the importance of parents receiving this information, the importance of invoices being paid and what will happen if invoices are not addressed in some way by the end of week 4.  
• Teacher provides daily reminders that course fees need to be paid. |
| Week 5 - 6 | • From the beginning of week 5, students who have not paid their fees or have made no contact/arrangements with the school are no longer allowed to do practical components of the course.  
• HT to interview students and give students the FCW fees reminder letter to take home to parents. |
| Week 7- 8 | • Students who have not paid their fees or have made no contact/arrangements with the school will continue to do theory.  
• Students to be moved if this is practical and places are available.  
• HT to make phone contact with parents.  
• Arrange for 2 extra SAS days to make reminder phone calls to parents. |

### Notes
- Information provided at all future subject selection evenings/booklets that state any student who has not paid mandatory subject fees for Year 7/8 will be directed into non-fee paying subjects for 9 and 10.
- Students cannot get jerseys or attend non-curricular excursions i.e. (Ski Trip/Big Day Out/Formal) unless they have paid their mandatory course fees.
Week One: Classroom Teacher Script (for 8, 9 & 10 Electives)

Most of you would already know that this subject has course fees and the course fees for this subject are ________ per term or semester.

Course fees are compulsory. This means that you have to pay them. The reason that you have to pay them is because in this subject we consume materials such as (list some of the materials that you use) and if you use those materials you have to pay for them. In our society you have to pay for what you consume, that is how our society works.

At the end of week 2 you will either have decided to stay in the course or have moved to another course. If you do stay in this course your parents will receive an invoice in the mail which will state how much is needed to pay for the materials that you will be using.

Once your parents receive this invoice they must either pay the fees as soon as possible or contact the school to make arrangements for partial payments. Students who have made no attempt to pay the fees or get their parents to contact the school by week 5 will no longer do any practical lessons. Furthermore, if you do not pay your fees in this subject you will not be allowed to enroll in any fee paying subjects in any future years which means you cannot do any metalwork, woodwork, art, photography, cooking subjects or so on.

If you believe that paying the fees will be a problem for your family you may wish to discuss it with them this evening and see if they would prefer you to move to another course now.

I will be reminding you about the importance of paying your fees and how this system works several more times before the end of week 2 which gives you plenty of time to decide what you are going to do.
Most of you would already know that this subject has course fees and the course fees for this subject are ________ per term or semester.

Course fees are compulsory. This means that you have to pay them. The reason that you have to pay them is because in this subject we consume materials such as (list some of the materials that you use) and if you use those materials you have to pay for them. In our society you have to pay for what you consume, that is how our society works.

Soon your parents will receive an invoice in the mail which will state how much is needed to pay for the materials that you will be using.

Once your parents receive this invoice they must either pay the fees as soon as possible or contact the school to make arrangements for partial payments. Students who have made no attempt to pay the fees or get their parents to contact the school by week 5 will no longer do any practical lessons. Furthermore, if you do not pay your fees in this subject you will not be allowed to enroll in any fee paying subjects in any future years which means you cannot do any metalwork, woodwork, art, photography, cooking subjects or so on.

If you believe that paying these subject fees will be a problem for your family you may wish to discuss it with them this evening and encourage them to ring the school and to make arrangements to start making partial payments.

I will be reminding you about the importance of paying your fees and how this system works several more times in the upcoming weeks.
Week Three: Classroom Teacher Script (for 8, 9 & 10 Electives)

If you are still in this class it means that you have decided to stay in the course. In the next couple of days an invoice will be sent out to your parents that will state how much is needed to pay for the materials that you will be using.

Once your parents receive this invoice they must either pay the fees as soon as possible or contact the school to make arrangements for partial payments.

Each lesson I will be reminding you about the invoice and the importance of paying your fees by the end of week 4.

Students who have made no attempt to pay the fees or get their parents to contact the school by week 5 will no longer do any practical lessons.

If you have made no attempt to negotiate payment by week 7 you will be moved to any other non-fee paying course that has places available. Furthermore, if you do not pay your fees in this subject you will not be allowed to enrol in any fee paying subjects in any future semesters or years which means you cannot do any metalwork, woodwork, art, photography, cooking subjects or so on.

If your parents have not received the invoice make sure you come to see me and I will look into the situation for you.
Week 5 Course Fees Reminder Letter

Dear {3ParentContact}

There are two different categories for school fees:

1. **Voluntary School Contribution Fees**: the payment of this fee helps to enhance QHHS’ provision of educational, sporting and other extra-curricular programs.

2. **Course Fees**: these are mandatory fees that go towards paying for materials consumed during the production of student work and projects i.e. food, wood, textiles, paints, canvas and so on.

Your child {1StudPrefName} {2StudSurname} chose fee paying electives in (insert subject). Invoices requesting payment for all course fees were sent out in the third week of the term; however, these fees have not yet been paid and there has been no attempt to negotiate a partial payment plan.

Students will be allowed approximately 2 weeks to pay the course fees or negotiate a payment plan. Any students who have made no arrangements within this time will be moved to a non-fee subject.

Please be aware that during this time {1StudPrefName} {2StudSurname} will not able to participate in the practical aspects of their course(s) but will complete theory based tasks. This is due to the expense of materials that would be consumed by your child in these practical activities.

Please approach the Principal directly should there be some difficulty making this contribution or if payment by instalments is required. Alternatively, you may request that your child is immediately moved to a non-fee paying subject.

____________________

Subject Head Teacher

*Please detach slip and return to the front office*

I ___________ parent/caregiver of ______________ have received a Course Fees Reminder letter and I:

a) will be contacting the school to negotiate a gradual payment plan
b) have enclosed full payment with this letter
c) will be paying in full within the next 5 days
d) want my child to be moved to a non-fee paying subject

____________________

Parent/Caregiver
Invoice Form Letter

Dear {3ParentContact}

This letter is being sent out with an invoice requesting payment for your child’s course fees.

Unlike voluntary school contribution fees, **Course Fees** are mandatory fees that go towards paying for materials consumed during the production of student work and projects i.e. food, wood, textiles, paints, canvas and so on.

Students will be allowed approximately 2 weeks to pay the course fees or negotiate a payment plan. Any students who have made no arrangements within this time will no longer be able to participate in the practical aspects of the course due to the cost of materials and may be moved to a non-fee paying course.

Please approach the Principal directly should there be some difficulty making this contribution or if payment by instalments is required. Alternatively, you may request that your child is immediately moved to a non-fee paying subject.

All fees are payable to the school office before school, at recess or lunch and a receipt is issued.

____________________
Principal

_Please detach slip and return to the front office_

____________________
I _______________ parent/caregiver of _______________ have received a course fees invoice and I:

a) will be contacting the school to negotiate a gradual payment plan
b) have enclosed full payment with this letter
c) will be paying in full within the next 5 days
d) want my child to be moved to a non-fee paying subject

____________________
Parent/Caregiver
Unpaid Fees Letter

Dear \{3\Par\ent\Con\ta\nt\}:

Your child has selected the following subject(s) for Stage 5, 2015.

________________________________________

At least one of these courses incurs mandatory course fees.

As your child still owes mandatory course fees from 2014 they are not permitted to undertake this course. They will be interviewed by the HT Curriculum and a suitable non-fee alternative will be selected in consultation with your child.

If you wish for your child to undertake the subject(s) they chose please either:

   a) Pay the outstanding 2014 mandatory course fees by ____________.

   b) Contact the school to make payment instalments by ____________.

Yours sincerely,

________________________
Deputy Principal