Mount Waverley Secondary College  
Policy for the Payment of Core Curriculum Service Charges,  
Materials Charges and Camps and Excursions  

The purpose of this document is to outline the policy of Mount Waverley Secondary College in respect to Curriculum Service Charges, Materials Charges, and Vocational Education and Training (VET) Charges, costs associated with Camps and Excursions and other College charges.

School Councils are able to request contributions from parents to cover items deemed necessary to provide the highly valued program to all students. At Mount Waverley Secondary College, Curriculum Service Charges and Materials Charges include but are not limited to:

- Core Curriculum Materials and Service Charge  
- College Council Approved Charges for Special Elective Subjects  
- VET Materials and Specialist Enhancement Options  
- Instrumental Music Levies/Instrument Hire  
- College Council Building Fund Levy (Tax Deductible)  
- Capital Fund (applicable to Yr 7 students as an interest free loan to Mount Waverley Secondary College on confirmation of enrolment and refundable on exit from the College by written parent request)  
- School Grounds Maintenance/Parents and Friends Association Contributions  
- College Magazine, Diary, computer & audio visual support over and above DEECD funding, additional software and interactive web based services, first aid support, and additional library resources  
- Visiting Speakers’ Contribution (Incursions)  
- Other Contributions that may from time to time be included for the purposes of providing additional resources over and above current Government funding to provide standard curriculum

The above items are not charged as a condition of student access to the standard educational programs; however specific programs do have a clearly identified materials charge.

The State Government’s Education Maintenance Allowance (EMA), School Start Bonus and the Commonwealth Government’s Youth Allowance are available to assist eligible parents/guardians and students with the cost of education. The College’s portion of the EMA will be directed towards the cost of those materials or services for which parents/guardians are normally expected to pay and, where a parent/guardian agrees and directs, towards additional contributions.

In 2008 DEECD produced a policy titled “Parent Payments and Voluntary Financial Contributions in Victorian Government Schools” which may be found at www.education.vic.gov.au/management/schooloperations/schoolcharges.htm
Parent Supported Materials and Services

As per DEECD Policy, it is reasonable to expect that parents/guardians pay for the following materials and services:

- Student requisites and stationery provided by the College from time to time
- College produced booklets for study purposes
- Student computer printing beyond reasonable levels
- Student internet access and usage beyond reasonable levels
- Student photocopying beyond reasonable levels
- Materials for elective subjects where:
  - the student consumes or takes possession of the finished article
  - the payment sought is the difference between the basic materials/services and the higher cost alternative
- Programs provided by outside specialists
- Camps and excursions which are integral to the curriculum and which all students are expected to attend
- Student ID Card
- School uniform as per the College Uniform Policy
- Official student diary (planner)
- Student Lock

It is a normal and reasonable expectation that these charges are met in full by the parents/guardians. Where an elective charge is levied every effort is made to ensure that the best negotiated price is obtained for all items included in that elective.

All Year Levels

Core Curriculum and Service Charges, Materials and Resources Charges are expected to be paid in full as indicated to parents/guardians on the College Statement of Charges. Payments may be made as a single one off payment or via a Progress Payment Plan (3 payments – last week of February, May and August).

Other arrangements may be made according to College Council guidelines and in consultation with the College Finance Manager or Bursar.

Years 9 – 12

Some subjects at Years 9 – 12 attract a compulsory materials fee. A deposit of $100 must be paid on confirmation of enrolment to allow for planning and purchasing of resources for elective subjects. Full payment of electives is expected to be made in full by the last week in February. This is to be read in conjunction with the School Course Selection Guide.

There may be instances where demand for a particular elective subject is high and students may be put on a waiting list. Even though every effort is made to accommodate the individual student’s need within the constraints of the College timetable and class numbers, preference may be given to those students who have paid the elective deposit.

Where a student changes electives after February 25, and only after negotiation with the College, it is an expectation that the new elective charges will be paid in full within two (2) weeks of commencement in that new elective. Where a parent/guardian or student fails to pay the expected
elective charges, the student may, at the Principal’s discretion, be offered an alternative lower cost or no cost elective in replacement of the higher cost elective. It is an expectation that the alternative elective will be paid in full within two (2) weeks of commencement.

Other arrangements may be made according to College Council guidelines and with the agreement of Course Counsellors and the College Principal. This is to be read in conjunction with the Mount Waverley Secondary College Reimbursements and Refunds Policy.

Vocational Educational Training (VET) at Years 10 – 12

Students indicating an interest in enrolling in a particular VET Program will be given a breakdown of any materials, equipment and specialist enhancement delivery costs, together with a policy statement. The College informs families/guardians of the costs for VET programs annually. These costs vary significantly between programs. It is important to note that students are not charged for core VET delivery costs, however, the costs of some programs can be greater than other programs depending on the materials and equipment required. Students are expected to pay a non-refundable deposit of $100 within 7 days of offer of enrolment to confirm their application for enrolment for their chosen course. The only exception to this non–refundable deposit is in circumstances where a program has to be withdrawn because there are sufficient student numbers for the program to be offered. Final payment date for all VET courses will be determined in consultation between the College and relevant Registered Training Organisation or cluster.

Statements

The College elects to notify parents/guardians of outstanding charges on a regular basis by posting a Statement of Charges to the parent/guardian nominated to receive correspondence for a particular student.

Alternative Payment Options

In certain circumstances of demonstrated financial hardship, approval may be given for payment plans to be negotiated. Consideration will be made of all circumstances, only by the Principal or his delegate, Finance Manager and, where appropriate, the Welfare Co-ordinator before a decision is made and notified to those concerned.

Refunds

In certain circumstances refunds may be permitted for various charges. Please refer to the College Council Reimbursements and Refunds Policy for further details. The College must be notified in writing by the parent/guardian of a request for a refund.

Review and Approval

The Mount Waverley Secondary College has approved this policy as at October 2010 and reserves the right to review its policy regularly to adjust for changes to Government Policy and Mount Waverley College Objectives.