



THE **IPSWICH**
State High School

IPSWICH STATE HIGH SCHOOL

Student Fees and Charges Policy

The policy documents the responsibilities and expectations for Student Resources, subject fee and activity fees and charges

Version 2 – 10.10.2023

Purpose of Document

The purpose of this document to provide an understanding of the resourcing and activity fees and charges required for students attending Ipswich State High School.

FEES AND CHARGES –

The Qld Government supports students' education by providing funding for: instruction, facilities and administration. Government Funding does not extend to individual student resources such as stationery, textbooks, computer or musical equipment for personal use, and many specialist consumable items used by the student in the classroom. Supply of these items is the responsibility of parents. To provide parents with a cost-effective alternative to purchasing these items individually elsewhere Ipswich SHS will be operating a Student Resource Scheme (SRS) for 2024.

Ipswich State High School provides free instruction, administration and facilities to students enrolled at Ipswich State High School who are Australian citizens, permanent residents or children of Australian citizens or permanent residents.

Ipswich State High School charges for activities not associated with instruction, administration and facilities. Charges of fees to students may include the following reasons but are not limited to these examples –

- Services, materials and consumables not defined as instruction, administration and facilities ie textbooks, novels, software, materials for practical subjects
- Educational services purchased from a third-party provider other than Ipswich State High School. ie (Vocational Education Certificates)
- Specialised education programs or activities
- Distance Education instruction
- Specific courses for students already enrolled in a non-state school who enrol at Ipswich State High School for a course of study only

Visa Students

- Students enrolled at Ipswich State High School who are not Australian citizens, or permanent residents, or children of Australian citizens, or permanent residents identified by visa category are required to pay specific fees and charges to the Department of Education.

Textbook and Resource Allowance (TRA)

The Qld government provides financial assistance to parents of students in Year 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance (TRA) which is paid through the school. The Secondary School (TRA) is used to offset participation in the SRS. TRA rates change each year and can be identified at <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>

Student Resource Scheme (SRS)

The Ipswich SHS will operate a Student Resource Scheme (SRS) in 2024. The SRS enables parents to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation rate. The Schools SRS fee is calculated based on a flat fee for a cohort year level group of students. Consultation regarding the proposed annual amount of the SRS occurs with the Ipswich SHS P & C Committee each year at the Term 2 meeting. All parents are welcome to join the P & C committee as members to offer their contribution to the discussion on appropriate SRS fees and charges.

The Principal has obtained endorsement from the Ipswich State High School P & C Association in the General meeting dated 9 June 2023 for the 2024 year: -

- Operating a Student Resource Scheme including setting the Annual amount of the Student Resource Scheme to be set at:
 - - \$350 Yr 7, Yr 8, Yr 9
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 - \$250 Yr 10, Yr 11, Yr 12
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 - An Enrolment processing fee of \$30 for out of catchment enrolment applications
 - Specialist Subject Fees
 - Charging on to parents any educational service purchased from a provider other than a state school

SRS – Laptop inclusion Yr 7, Yr 8, Yr 9

The Ipswich SHS Resource Scheme (SRS) includes the provision of a school supplied laptop for all Yr 7, Yr 8, Yr 9 students. The school supplied laptop is a generic laptop that is issued to all students across the year level with standard laptop specifications and online learning platforms for all teaching and learning. The school supplied generic laptop, includes a suite of online learning platforms that is provided for our students to access online references, to develop appropriate digital literacy, communication and information skills through research and learning on the Department's e-learning environment for their assigned class work and assignments set by teachers. The provision of the school laptop also enables communication and collaboration with other students and teachers in relation to school work via approved Department of Education platforms.

Types of Resources Provided under the SRS

Generally, the three types of resources that could be included are:

Owned – these items are retained by the student and used as required.

Used – these items are used/consumed in class by the student

Hired – these items are hired/loaned to the student for their personal use of a specific period of time (ie student laptop and textbooks)

Resource Inclusions

All resources included in the SRS are listed below. This list is also available on the school's website. For our Excellence/Specialist programs visit the school's website for a separate list of resources included or subject fee required.

- Hire of all prescribed textbooks/e-books for subjects, where applicable
- Provision of a laptop in Yrs 7, 8 and 9
- Reproduced class materials, which complement and / or substitute for textbooks
- Student reference material inclusive of e-learning resources and access to web site subscriptions used in place of textbooks (these are purchased in bulk by the school significantly reducing the price for individuals taking part in SRS)
- Additional software purchased for use in class
- Student Identification Card and Diary
- Classroom materials
- Consumable materials and equipment for subject where the instruction requires these
- Minor administration costs for the provision of SRS

Specialist Subject Fees

Subject charges form a part of the Student Resource Scheme for resource intensive and specialist subjects. Subject charges are charged to cover the cost of specialist resources for selected specific subjects, and if the resources were not provided by the school the parent/caregiver would be required to purchase the resources themselves. Often these specialist resources can't be sourced individually by parents due to copyright and bulk purchasing benefits ie training jerseys and specialist Hair and Beauty items.

Principal's responsibilities

- Determine SRS inclusions and fees annually for endorsement by the P & C Association
- Ensure that access to instruction, school facilities and administration support is not diminished for students whose parents choose not to participate in the SRS and provide their own resources as outlined in the Student Resource Scheme requirements.
- Ensure SRS revenue including Textbook and Resource Allowance (TRA) is spent in line with the fee for service intent of the scheme.
- Assess the GST treatment of the SRS fee by assigning the correct tax codes to the portion that relates to GST-free and GST taxable supplies.
- Seek approval for any variations to this procedure
- Assess any parent applications for fee waiver in accordance with the information provided in the User charging procedures
- SRS and TRA revenue must be reported against SRS expenses for both budgets and actuals. Ensure the management of the scheme is transparent in reporting revenue and expenditure of the funds. This information is reported to the P & C Association annually.
- Ensure a parent has completed the departmental SRS Participation Agreement Form (PAF) for each student
- Ensure parents are presented with the details of SRS inclusion and fees prior to, or with the issuing of invoices. Ensure the option of not participating in a SRS is included with this information providing a full listings of items that will be required by the student, including the costs for school generated resources.

Parents and Citizens Association responsibilities:

- Ensure that all parents are notified at least one month in advance of meetings where the SRS is to be discussed.
- Decide whether to endorse SRS inclusions and fees annually as presented by the Principal.
- Endorse an Annual Report from the school on the revenue and expenditure of SRS and TRA funds for the previous year
- Ensure decisions relating to the SRS are recorded clearly in meeting minutes, including approval of the SRS fees for the following year.

Parents responsibilities:

- Complete the Participation Agreement Form (PAF) and familiarise themselves with SRS inclusion as published by the school and the Terms and Conditions detailed on the PAF
- Participation in a SRS must be for the full annual scheme fees, as there is no for part-participation and supply of personal resources (ie personal IT devices in Yr 7,8,9).
- Pay SRS invoice/as per the schedule nominated on the PAF
- Pay subject fees as per the schedule of fees payment dates
- Ensure that any items loaned through the SRS (laptops) are returned to the school in reasonable condition, or pay for the repair or written down value of items that are not returned in reasonable condition.
- Where a student leaves the school part way through the year and damages or does not return an item, the school is entitled to deduct the costs of repair or replacement from any SRS pro-rata refund entitlement for that student.
- Approach the Finance Department to set up a payment plan for Centrelink or BPoint payments. If on a plan – payment will be required prior to provision of equipment
- Approach the Principal to request a fee waiver in cases of financial hardship.
- Where a parent has not completed the PAF and pays the annual SRS fee, this implies acceptance of the SRS Terms and conditions regarding the temporary use of resources.

Parents who choose NOT to join the SRS in the year

- Complete the section of the PAF selection nominating not to participate in the SRS.
- Provide the resources that would otherwise have been provided through the SRS

Due Dates for Student Resource Scheme Payments

Yr 7, 8 ,9 -

Payment of \$350 in full by Week 7 Term 4 16.11.2023

Or if you are on approved payment plans

\$100-week 7 Term 4 in advance of the following year 16.11.2023

\$125 Term 1 – 28.3.2024

\$125 Term 2 - 20.6.2024

Yr 10,11, 12

Payment of \$250 in full by Week 7 Term 4 16.11.2023

Or if you are on approved payment plans

\$100-week 7 Term 4 in advance of the following year 16.11.2023

\$75 Term 1 - 28.3.2024

\$75 Term 2 – 20.6.2024

Due Dates for Subject Fees:

- For existing enrolments, subject charges are due Week 7 Term 4 (16.11.2023) , in advance of the following year to allow for Resources to be ordered and purchased for specialist subjects for student use in classes from week 1 in Term 1 of the following year.
- Students on payment plans have until the end of Term 1 to finalise all subject fees.
- Non-payment of Subject Fees by the end of Term 1 will result in students being supported to select alternative non-fee-paying subjects.

Payment Options

SRS and subject fee payments can be made by Bpoint, Eftpos, Centrepay or QKR

When making payment by BPoint, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school, If unsure of the CRN, please contact the school.

Centrepay deductions are available to pay the SRS fees and subject fees. Use Centrepay to make regular deductions from your Centrelink payment.

Payment Arrangements

Several payment options including a single payment for the full year's fee, term, fortnightly or weekly instalments are available. An instalment plan can be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made.

Payment to subject fees must be made alongside payment to the SRS. Payment to subject fees will only be applied where SRS is up to date.

Financial Hardship

Parents experiencing financial hardship who are currently participating in the scheme or wish to participate in the SRS are encouraged to contact the school to discuss available options in confidence.

Debt Recovery – Action to be taken for non-payment of fees.

Debt Recovery can be undertaken for outstanding fees and charges in accordance with the Education Debt Recovery processes. Under the policy Debt Recovery can be applied for the following:

- Resource Hire Schemes fees unpaid
- Subject fees unpaid
- Library books loaned and not returned
- Uniform Exchange items loaned and not returned
- Laptop devices loaned and not returned
- Excursion/activity fees unpaid

Where Ipswich State High School has a large number of outstanding invoices for students, we will work with parents to recover the money by a process of negotiation and support.

Strategies for Debt Recovery include

- Telephone, email, mail and personal contact to discuss fees,
- negotiating payment plans,
- issuing monthly statements
- issuing dunning notices.

Student Exclusion from Activities due to outstanding Debt

The Department of Education Debt Management Procedure states that if other debt collection processes are not reasonably available, and only as a last resort the Principal may use discretion to exclude students from optional, non-curricular activities where a parent has an outstanding debt with the school.

A student can be excluded from non-curricular activities for non-payment of fees where the fees have accrued after August 2006 and other debt collection processes in place have been unsuccessful. The exclusion from optional non-curricular activities or optional subject selection will apply even if the student is presenting with the money for the optional non-curricular activity or optional subject selection where a debt exists.

Subject Selection and Outstanding Debt from previous years

Where debt is outstanding from previous years then this may impact on your student's ability to select subjects that require payment of subject fees for resources. Financial students will be given first preference in selecting subjects and related activities for the coming years.

Example of Monthly Statement

Ipswich State High School - (2069)
PO Box 26
Ipswich
QLD 4305

ABN 63 145 618 068
Phone 07 3813 4488
Fax 07 3813 4400



STATEMENT



STATEMENT DATE: 4-Aug-2023

DEBTOR ID: [REDACTED]

EMAIL: [REDACTED]

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Invoice Date	Due Date	Invoice No.	Invoice Reference	Inv. Amt	Payment	Balance
[REDACTED]	EQ Id: [REDACTED]	[REDACTED]	Current School RollClass (& Year): [REDACTED] (11)			
5-Nov-2021	1-Apr-2022	37735	2022FEESYR10	250.00	0.00	250.00
16-Sep-2022	23-Jun-2023	44152	2023FEESYR11	250.00	0.00	250.00
TOTAL:				500.00	0.00	500.00

For all queries regarding the SRS and its inclusions, please contact Finance Department on 38134462 or email finance@ipswichshs.eq.edu.au.

Endorsed by

Simon Riley

Principal

Tanya Hargreaves

P & C Association

Policy References:

Education (General Provisions) Act 2006

Department of Education Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Textbook and Resource Allowance rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>