



Belmont High School Parent Payment Arrangements 2021

Friday 18th September 2020

Dear Parent,

Belmont High School is looking forward to another great year of teaching and learning and would like to advise you of Belmont High School's parent payment arrangements for 2021.

Please find the fee schedule for Belmont High School attached.

Belmont High School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Financial Support for Families

Belmont High School understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund
- State School Relief Fund

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Finance Officers

Rachael Lawrence

Ph: 03 5243 5355 | Email: Rachael.Lawrence@education.vic.gov.au

Kel Coates

Ph: 03 5243 5355 | Email: Kel.Coates@education.vic.gov.au

Payment Methods

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions.

Parents and guardians will be provided with booklists that list payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of four weeks' notice prior to the end of the previous school year).

Charges are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, three payment options have been developed:

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| Option A | Full payment on ordering of books and/or levies on the booklist |
| Option B | Payment on receipt of family statements via BPAY, Cash/cheque/EFTPOS at the general office. |
| Option C | Regular payments can be made by BPay (details will be on statement), CentrePay or direct payments into the Belmont High School bank account. Bank details will be provided on request. |

Parents are encouraged to make an appointment with the Finance Officers, Rachael Lawrence and Kel Coates to discuss circumstances and available options. If the care of the student is shared, the school can arrange for the bill

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to be split between the parents/guardians. This needs to be organised prior to the accounts being created for next year. Please contact the school for more details. It is mandatory that both parents sign consent.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used. Payment requests or letters to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution. Receipts will be issued when payments are made at the office.

Reminders for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents, but not more than once a month.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

Refunds

Essential Student Learning Items:

- Where payment has been received for the essential student learning items and the student is exiting the school, a pro-rata refund dependent on the number of terms the student has been enrolled at the school for may be applicable. For example, a student departing at any point in Term 2 having paid the whole year's fees in advance may be refunded for Terms 3 & 4.
- Students changing subjects may be eligible for a refund for essential student learning items fees if changing between subject units within the first week of the semester. Any changes outside of this timeframe are at the Principal's discretion.
- No refund is available for material kits/material charges where the costs have been incurred for the project or the student has taken ownership of the materials/project, i.e. woodwork, food studies.

Optional Items

- Students withdrawing from camps, excursions and extra-curriculum activities will not automatically be entitled to a refund.
- Refunds will only be processed once all outstanding costs are met.
- A refund (less any non-refundable deposit) may be payable to the parent/guardian if the Principal deems the withdrawal from the activity is due to unavoidable circumstances i.e. illness. Proof may be required e.g. medical certificate.
- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund/credit is able to be given.
- Where there is a combination of a bulk charge and a 'per head' charge for an excursion, incursion or activity, only the 'per head' component may be refunded upon request.

Voluntary Financial Contributions

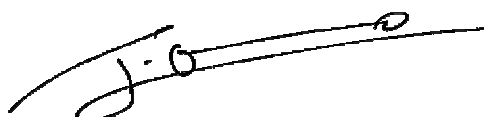
- Donations and voluntary financial contributions are non-refundable

For further information on the Department's Parent Payment Policy please see a one page overview attached.

Yours sincerely,



Sandra Eglezos
Principal



Joe Ormeno
School Council President

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