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| <b>Wodonga Senior Secondary College<br/>Policy Manual</b> | <b>400 COUNCIL/FINANCE<br/>412 Fees and Levies Policy</b> | Page: 1 of 1<br>Issue No: 1.0<br>Date: Nov 2009 |
| <b>SoF Reference Guide:</b> _____                         |   | Updated Nov 09                                  |
| <b>Associated Processes:</b>                              |   | <b>Associated Documents:</b>                    |

## **FEES AND LEVIES POLICY**

### **Council Fees and Levies**

Council recognises that it is Government Policy that college fees are voluntary.

It also accepts that there is a need to raise funds from parents to support college programs.

It is common for some subjects to levy for materials (eg VET Hospitality). However it is Council's preference not to levy students for materials on a weekly basis. Where possible such costs are incorporated into levies charged once at the beginning of the year rather than on a weekly basis. If a family is not able to pay an additional up front levy, then by negotiation this may be paid on a weekly or periodic basis. Further where an 'extra' materials levy is not paid a student will be provided with a 'basic' set of materials to allow satisfactory completion of a unit. In certain practical subjects, where students wish to complete more elaborate models, then the student may provide their own materials or an additional levy may be charged. These subjects are normally elective.

Where families are not able to pay fees (or where they choose not to) then this information will not be given to classroom teachers as these students have equal access to classes and material offered within the college.

Where the completion of a study is linked to external qualifications and certification and requires the purchase of specific materials e.g. First Aid/Bronze Medallion, the subject fee must be paid by the student prior to the commencement of the study.

Payment of fees and levies may be made at the beginning of the year when the student collects their books, by payment in instalments as arranged with the college, or with the use of EMA payments from the DEECD.

Where families are entitled to Educational Maintenance Allowances (EMA), credit is allowed for excursions and fees and levies. Payment is made by offsetting these costs against the college's and parent's (arranged with the college) component of the EMA instalments.

### **Goods and Services Tax**

All college fees and levies are outside the scope of the Goods and Services Tax.

### **Vocational Education Training**

Students undertaking VET subjects are responsible for the cost of extra materials related to the subject. The college will charge a levy where there are associated costs in running a subject based at Wodonga Senior Secondary College.

### **Study at other colleges/Distance Education**

Where a student combines part time study at two colleges, fees or levies set by the other college are the responsibility of the student and not Wodonga Senior Secondary College.

Any negotiation or queries regarding these fees or levies should be between the parent and the provider institution.

### **TAFE**

Students are responsible for any subject fees levied for TAFE studies at a TAFE institution which are a component of their college studies. As per TAFE guidelines these levies are payable prior to the commencement of study.

Any negotiation or queries regarding these fees or levies should be between the parent/student and the provider institution.

### **Tertiary Studies**

Students enrolled in extension studies (e.g. Monash University, Latrobe University) may be liable to pay enrolment fees set by these institutions. The payment of these fees is the responsibility of the student and need to be paid prior to the commencement of study.

Any negotiation or queries regarding these fees or levies should be between the student and the provider institution.