



Department of  
**Education**

# **CONTRIBUTIONS, CHARGES AND FEES**

## **MANUAL**

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## 1 STATEMENT OF INTENT

This manual is prepared in compliance with *Treasurer's Instruction 701 Financial Management Manuals*. The procedures and processes contained in this document are lawful orders mandated by *School Education Act 1999*, *School Education Regulations 2000* and Department policies.

Unless written exemption is given, principals must comply with the procedures and processes stipulated in this manual.

## 2 BACKGROUND

Students are entitled to participate in an educational program that satisfies the requirements of the *Western Australian Curriculum and Assessment Outline*. Principals, in consultation with their school council, and in accordance with *the School Education Act 1999*, the *School Education Regulations 2000* and this manual, determine all contributions and charges requested of parents for the education of their children.

Financial support provided by parents has always played an enabling role in the provision of resources that extend the school's capacity to add value to students' learning experience. For example, parent contributions allow schools to provide class sets of text books instead of students having to provide their own.

Estimates of the level of the total payments that will be received from parents form an important element in schools' annual financial plans.

Decisions about the level of financial support requested of parents require the approval of the school council, which plays an important role in the school's financial planning arrangements to meet the needs of students.

## 3 PROCEDURES AND PROCESSES

### 3.1 ADMINISTRATION

#### 3.1.1 ENTITLEMENT TO EDUCATION

Principals will:

- allow all students to choose an educational program that satisfies the requirements of the *Western Australian Curriculum and Assessment Outline*, regardless of whether parents make a payment; and
- determine all payments required of parents for the education of each child, consistent with the *School Education Act 1999*, *School Education Regulations 2000* and this manual..

Principals will not use the payment history of parents in relation to contributions or charges to determine enrolment of a student in a school or an educational program.

**Guidelines**

*In all public schools in Years K-10 students are entitled to participate in a standard learning program that satisfies the requirements of the Western Australian Curriculum and Assessment Outline, within the voluntary contribution, where no charges apply.*

*An overview of the costs of schooling and information about items to which parents contribute and those that are government funded is provided in Appendix A.*

### 3.1.2 USE AND REFUND OF CONTRIBUTIONS, CHARGES AND FEES

Principals will obtain parents' approval before using funds paid by parents for particular materials, services or activities for purposes other than those for which they were paid. Where a parent pays for particular materials or services (for example excursion/entry costs) and the funds are not used for the purpose for which they were collected, the funds must either be used for other purposes approved by the parent or refunded to the parent.

If approval for use is not granted, principals will provide parents with a refund.

When a student enrolls at another school after the commencement of the school year, principals will either:

- refund the unused portion of contributions, charges or fees received from the parents; or
- transfer the unused portion to the new school through specific arrangements with parents and the schools concerned.

**Guidelines**

*Items made by students during any part of the educational program for which the parents have contributed or been charged become the property of the student.*

*Refunds of money should be handled with a degree of care and sensitivity. It is important to communicate the refund policy upfront to the parents to avoid any misunderstanding, particularly with respect to the extra cost components.*

*When a student leaves the public school system after the commencement of the school year (for example to move interstate), there may be a need to refund unspent contributions, charges or fees to the parents. Principals should negotiate this arrangement with parents.*

*A suggested Refund Calculation Table for secondary schools is available on the Department's [Finance for Schools](#) website.*

### 3.1.3 NOTIFICATION TO PARENTS

For students currently enrolled at the school, principals will:

- at the time of program selection, clearly communicate to parents the amounts of contributions sought and charges payable; and
- provide parents with notification of the schedule of requested contributions and charges, or their own itemised statements of requested contributions and charges no later than two months before the beginning of the school year, which:
  - show the voluntary nature of contributions;
  - clearly identify the charges for extra cost optional components; and
  - show charges applicable to Year 11 and 12 courses.

**Guidelines**

*Fees for instruction and residential accommodation may be included in the notification to parents for contributions and charges, if applicable.*

*While parents are not expected to pay all of the contributions or charges two months before the school year, principals or their nominees may provide them with the opportunity to do so.*

*Parents may be assisted by the provision of a summary sheet at the time of course subject selection which allows them to view the total contributions and charges they will be committing to, based on their child's subject choices.*

*Schools cannot pass on the administrative costs associated with notifying parents.*

*Principals may notify parents through:*

- *newsletter;*
- *enrolment handbook;*
- *subject selection handbook;*
- *postal letter;*
- *email; or*
- *school website.*

### 3.1.4 RELIEF OF FINANCIAL HARDSHIP

Principals will inform parents of the availability of relevant financial assistance and how an application for financial assistance is made.

**Guidelines**

*Principals may provide payment options to parents experiencing financial hardship in meeting the requested contributions or charges.*

*Payment options include payment by instalments, deferred payment and discounts. Payment by instalment arrangements should be clearly explained to parents, documented, signed by both parties and retained on a school file.*

*Appropriate levels of sensitivity and confidentiality should be observed on all matters relating to parents' financial hardship*

*The range of financial assistance available for primary and secondary students is available from the Department's [Student Allowances website](#).*

## 3.2 TYPES OF COLLECTIONS

### 3.2.1 CONTRIBUTIONS

Principals will:

- determine the level of contributions for the next school year with the maximum amount not exceeding \$60 for students in Kindergarten to Year 6 and \$235 for students in Years 7-10.
- submit their determination to the school council or board, allowing sufficient time for the school council or board to discuss and approve the level of contributions;
- allow students to participate in a specific educational activity (for example an excursion) if it is included in the amount sought within the contribution, regardless of whether a contribution has been received;

- request parents of students studying outside Western Australia, through SIDE, to make a special contribution for the provision by post or telecommunications of educational materials.

Principals will not:

- treat students whose parents do not pay a contribution differently from students whose parents do pay the contribution; or
- include in the contributions any costs that are funded by school grants or special purpose grants; or
- change the amount of contributions requested after the parents have been notified.

#### **Guideline**

*The above procedures relate to section 99 of the School Education Act 1999.*

*The maximum amounts for special contributions for the provision by post or telecommunications of educational materials by region are as follows:*

- *Within Australia but outside Western Australia - \$130*
- *New Zealand - \$200*
- *Pacific region other than New Zealand - \$260*
- *South - East Asian region - \$300*
- *Middle East and North America - \$400*
- *Europe and Russia, Africa, Central and South America - \$500*

*See section 4.2.5 on fees for instruction.*

*See Appendix B for examples of the components that can and cannot be included in the contributions.*

*Under the Enrolment Policy and the Enrolment Procedures, principals are allowed to enrol Aboriginal children in early education in designated Aboriginal Kindergartens and Remote Community Schools. However, in accordance with the School Education Act 1999, principals do not have the authority to collect voluntary contributions, charges or fees from any students enrolled in pre-compulsory (early) education. This does not preclude the principals from seeking financial assistance such as donations and sponsorships from the community and businesses to fund such educational programs.*

### 3.2.2 CHARGES

Principals will not impose a charge on Kindergarten to Year 10 students for materials, services and facilities provided in a non-optional component of an education program, unless they are an overseas or an adult student.

If no payment is received for a charge that is not an extra cost optional component, principals will either provide the student with an alternative course or activity that allows the student to achieve similar educational outcomes, or allow the student to participate without payment, unless they are an overseas or an adult student.

#### **Guidelines**

*The above procedures relate to section 98 of the School Education Act 1999.*

*A principal may exclude an overseas student from participating in an educational program for non payment of a charge payable under sections 99 and 100 of the School Education Act 1999.*

*See section 4.2.5 on fees for instruction.*

*The requirement to provide an alternative does not apply to optional school-based activities such as social events or end-of-term excursions. See Definitions – ‘extra cost optional components’.*

### 3.2.2.1 CHARGES FOR YEAR 11 AND 12 COURSES

Principals will:

- determine the actual charge for each Year 11 and 12 course for the following year;
- submit their determination to the school council or board, allowing sufficient time for the council or board to discuss and approve the level of charges;
- keep costs to a minimum and confirm they do not exceed the actual cost of materials, services and facilities used by the student in that year;
- not include in the charges any costs that are funded by school grants or special purpose grants;
- not change the amount of charges requested after the parents have been notified; and
- for courses meeting certain criteria, seek approval from the Deputy Director General, Schools and the Deputy Director General, Finance and Administration, to request:
  - the payment of the course charge prior to the commencement of the course;
  - advise parents that the student's participation is conditional on this payment;
  - request a payment to confirm participation in the course of up to 50% of the course charge, to be paid by a specified date;
  - for courses approved for payment prior to commencement of the course, ensure equity and care to all students in Years 11 and 12 by providing accessibility to a quality educational program, if a confirmation charge is not received.

#### **Guidelines**

*The above procedures relate to section 99 of the School Education Act 1999. Note that;*

- *charges apply to all courses in Years 11 and 12; and*
- *there is no established maximum charge for Year 11 and 12 courses.*

*Years 11 and 12 courses are not extra cost optional components.*

*The Deputy Director General, Schools, and the Deputy Director General, Finance and Administration, may approve the request for payment of a course charge prior the commencement of the course based on the following criteria:*

- *The course has a high cost component.*
- *The course is delivered by an external provider.*
- *The course is of very high educational value.*
- *An alternative course providing the equivalent educational outcome to the students is not available.*
- *Non-payment to the school for the course results in the risk of cancellation of the course.*

*If a course is approved for payment prior to the commencement of the course, the principal has the flexibility to:*

- *request up to 50% confirmation charge by a certain date;*
- *advise that participation is conditional on payment; and*
- *have the opportunity to arrange payment plans and options if required.*

*The Sports Education and Development Australia (SEDA) program and Vocational Education and Training fee for service Year 11 and 12 courses with an external provider are approved courses.*

*See Appendix B for examples of the components that can and cannot be included in the charges.*

### 3.2.2.2 CHARGES FOR ALL EXTRA COST OPTIONAL COMPONENTS

Principals will:

- determine charges to be paid for participation in extra cost optional components for the following year;
- submit their determination to the school council, allowing sufficient time for the council to discuss and approve the level of charges;
- keep costs to a minimum and ensure they do not exceed the actual cost of materials, services and facilities used by the student in that year. If principals or their nominees request a confirmation charge, they will, in consultation with the school council, determine an appropriate list of extra cost optional components for which the confirmation charge will be sought and the level of the confirmation charge. If any such option is not ultimately provided, the principal or their nominees is to refund the confirmation charge to the parent; and
- not include in the charges any costs that are funded by school grants or special purpose grants.

After the notification to parents, principals will not:

- increase charges; or
- introduce new charges.

#### **Guidelines**

*The above procedures relate to section 100 of the School Education Act 1999.*

*The participation of a student in an extra cost optional component is conditional on payment of the costs of that component.*

*The determination of charges for extra cost optional components is to be viewed as an annual activity. While notification to parents establishes an upper limit on charges for extra cost optional components, it is not a requirement that the detail of every activity be known at the time of notification.*



*Due to uncertainties such as exchange rate fluctuations, a contingency cost may be included in a charge for an extra cost optional component such as an overseas excursion.*

*Principals may request a confirmation charge of up to 50% of the total estimated cost of an extra cost optional component.*

*There is no established maximum charge for extra cost optional components.*

*See Appendix B for examples of the components that can and cannot be included in the extra cost optional component charges.*

### 3.2.3 PERSONAL ITEMS FOR STUDENT USE

Principals will:

- determine the items to be supplied by a student for the student's personal use for the following year;
- submit their determination to the school council or board, allowing sufficient time for the council or board to discuss and approve the items;
- advise parents of the approved list no later than two months before the beginning of the school year; and
- advise parents that these items may be purchased from any supplier.

#### **Guidelines**

*The above procedures relate to section 108 of the School Education Act 1999.*

### 3.2.4 VOLUNTARY ADDITIONAL REQUESTS OF PARENTS

Principals will:

- clearly show funding requests;
- itemise such requests separately;
- keep such requests to a reasonable level and within the expectations of the school community; and
- clearly show these funding requests to be voluntary.

#### **Guidelines**

*Voluntary funding requests can include;*

- *Parents and Citizens' Associations;*
- *a chaplaincy;*
- *swimming pool operations;*
- *a school bus replacement;*
- *building and grounds improvements;*
- *equipment purchases; or*
- *a tax deductible gift fund.*

### 3.2.5 FEES FOR INSTRUCTION

Principals will not impose fees for instruction on Kindergarten to Year 12 students for optional and non-optional components of an education program if the instruction is provided by a member of the teaching staff, unless the student is an overseas or an adult student.

Principals will not seek fees for instruction for overseas and adult students in excess of the amount determined by the Director General.

#### **Guideline**

*The above procedures relate to section 98 of the School Education Act 1999 and regulation 63 of the School Education Regulations 2000.*

*Principals can exclude overseas students from participating in an educational programs and other school activities for non-payment of fees or charges.*

*For the purpose of this manual, only certain overseas students are defined as overseas student. For example, an overseas student holding a subclass 457 visa is eligible to enrol in a public school and therefore does not fall within the definition of an overseas student. In such an instance, the student will have the same status as a local student in terms of the procedures contained in this manual..*

*For more details on overseas students refer to the [Enrolment Policy](#).*

*Under the School Education Regulations 2000 Chief Executive Officer's Instrument of Delegation, the Deputy Director General, Schools, is authorised to determine the fees for instruction for overseas and adult students as they relate to students enrolled in all government schools not exceeding the limit as prescribed in regulation 63(1) of the School Education Regulations 2000.*

*Under the School Education Regulations 2000 Chief Executive Officer's Instrument of Delegation, a Regional Executive Director, after consultation with the Deputy Director General, Schools, is authorised to determine the fees for instruction for overseas and adult students within their respective region and not exceeding the limit determined by the Deputy Director General, Schools as prescribed in regulation 63(2) of the School Education Regulations 2000.*

*Under the School Education Regulations 2000 Chief Executive Officer's Instrument of Delegation, the Deputy Director General, Schools is authorised to waive whole or part of any fee for instruction for all overseas and adult students in situations as prescribed in regulations 65 and 66 of the School Education Regulations 2000.*

*Under the School Education Regulations 2000 Chief Executive Officer's Instrument of Delegation, a Regional Executive Director, after consultation with the Deputy Director General, Schools, is authorised to waive whole or part of any fee for instruction for overseas and adult students in their respective region in situations as prescribed in regulations 65 and 66 of the School Education Regulations 2000.*

#### 3.2.5.1 ADULT STUDENTS

*Contributions, Charges and Fees*

The principal will not charge an adult student a fee for instruction if the student:

- is enrolled in an education program that is based on the learning outcomes set out in the Western Australian Curriculum and Assessment Outline and
- is under the age of 19 and 6 months by 1 January of the year for which they are enrolled.

Principals will charge all other adult students fees for instruction, subject to the Regional Executive Director's determination in regard to waivers, and extra cost optional component charges as required by the school, college or senior campus.

**Guidelines**

*Adult students are required to meet the other charges applied to compulsory-age students.*

*A principal may exclude an adult student from participating in an educational program for non payment of a charge payable under sections 99 and 100 of the School Education Act 1999.*

### 3.2.6 RESIDENTIAL ACCOMMODATION FEES

Principals will not seek residential accommodation fees in excess of the amount determined by the Director General.

**Guidelines**

*Fees for residential accommodation are authorised under regulation 102 of the School Education Regulations 2000.*

*The residential accommodation fees may be made payable on a daily or other periodic basis.*

#### 3.2.6.1 WESTERN AUSTRALIAN COLLEGES OF AGRICULTURE

Principals will:

- inform parents that the residential status of students is conditional on the payment of residential accommodation;
- refund any unused portion of a bond paid for emergency use on behalf of a student;
- clear first and second residential accommodation fee instalments by the end of Semester 1 for students to continue in residence in Semester 2; and
- clear the third residential accommodation fee instalment before commencement of Term 4.

If a student's Year 11 residential accommodation fees have not been paid, principals or their nominees will deny the student residency at the commencement of Year 12.

**Guidelines**

*Principals may:*

- *negotiate payments with parents who may have difficulty meeting these deadlines;*
- *seek a bond from residential students for emergency use on behalf of the student; and*
- *request a refundable deposit from parents upon acceptance of an offer of residency at the college.*

*Students who have been denied residency due to outstanding residential boarding fees can continue their educational program as day students.*

### 3.2.6.2 SCHOOLS OF ISOLATED AND DISTANCE EDUCATION (SIDE)

Principals will charge residential accommodation fees for residential accommodation on School of Isolated and Distance Education (SIDE) premises.

## 3.3 ADDRESSING ISSUES OF NON-PAYMENT

Principals will not:

- publicly identify students or their parents who have or have not made a contribution or paid a charge or residential accommodation fee;
- make the provision of student reports conditional on the payment of a contribution or charge;
- exclude a student from participating in any extra cost optional component because of the non-payment of other contributions, charges or fees; or
- refer cases of non-payment of contributions, charges or residential accommodation fees to credit reference agencies.

#### **Guidelines**

*Principals should show sensitivity to the differing circumstances of individual students and families, and investigate alternative means of payment for those who do not have an immediate capacity to contribute.*

### 3.3.1 NON-PAYMENT OF CONTRIBUTIONS

Principals will not demand payment or use debt collectors to obtain contributions from parents.

#### **Guidelines**

*Payment of contributions is strictly on a voluntary basis.*

*It is acceptable for the school to send reasonable requests for contributions. Actions that may be taken to obtain contributions include:*

- *reminder phone calls, letters, or emails indicating expectation of support and reminding parents of the benefits which arise from the contribution;*
- *reminders of payment options and of the availability of financial assistance; and*
- *face-to-face meetings with parents.*

### 3.3.2 NON-PAYMENT OF CHARGES AND RESIDENTIAL ACCOMMODATION FEES

Principals will not use debt collectors for the collection of unpaid charges or residential accommodation fees unless:

- all alternative attempts to secure payment have been exhausted; and
- the principal or their nominee is satisfied that the following requirements have been met:
  - enquiries have been made into the reasons for the failure to pay the charge;
  - all reasonably practicable steps have been taken to recover the charge; and
  - the circumstances of the person against whom the action is proposed to be taken and the person's capacity to pay have been taken into account.

If debt collectors are used in cases of failure to pay charges, principals will clearly advise the debt collectors that requests for payment are not to include the threat of legal action or referral to credit reference agencies.

#### **Guidelines**

*In cases of non-payment of charges or residential boarding fees, it is acceptable for schools to send reasonable requests for payment.*

*Actions that may be taken to obtain unpaid fees, charges and residential accommodation fees include:*

- *monthly accounts for outstanding costs;*
- *reminder phone calls, letters or emails, indicating the nature of the agreement to pay costs which is inherent in agreeing to the student's participation in the relevant activity; and*
- *face-to-face meetings with parents.*

*Before legal action is taken to recover residential accommodation fees, the Director General needs to be satisfied that:*

- *enquiries have been made into the reasons for the failure to pay the charge;*
- *all reasonably practicable steps have been taken to recover the charge; and*
- *the circumstances of the person against whom the action is proposed to be taken and the person's capacity to pay have been taken into account.*

## 4 RELATED DOCUMENTS

### **RELEVANT LEGISLATION OR AUTHORITY**

*Financial Management Act 2006*

*School Education Act 1999*

*School Education Regulations 2000*

### **RELATED DEPARTMENT POLICIES**

*Enrolment Policy and Enrolment Procedures*

### **OTHER RELATED DOCUMENTS**

*Financial Management in Schools: Finance and Accounting Manual*

## 5 DEFINITIONS

### ADULT STUDENT

A person who enrolls at a public school who is 18 and 6 months or older or turns 18 years and 6 months in the year in which they enrol.

### CHARGES

Any costs for which payment is compulsory.

### CONTRIBUTIONS

A voluntary payment requested from parents towards the cost of materials, services and facilities used by K-10 students in the educational program.

### EXTRA COST OPTIONAL COMPONENTS

Voluntary courses and activities where an election is made by the parent or student to participate. These include:

- optional courses in Years K-10 which have a high cost associated with their provision (for example outdoor education, specialised design and technology courses);
- optional activities in any course for which there is a high cost associated with their provision (for example excursions [including camps], visiting performers or displays). This category includes options within a course of study where higher cost materials may be chosen; and
- other optional school-based activities which address broad learning outcomes and for which there is a high cost (for example school social events, such as graduation dinners or school balls, or excursions such as end-of-term picnics, movies or skating).

Participation in these components is voluntary, but a charge is payable if the student opts to participate.

### FEES

This term applies to fees for instruction. Fees can be imposed:

- where someone other than a Department staff member provides tuition; and
- for certain adult and overseas students regardless of whether or not the tuition is provided by a Department staff member.

The term also applies to residential accommodation fees at agricultural schools and colleges and for accommodation on Schools of Isolated and Distance Education (SIDE) premises. The term should not be used in relation to contributions or charges.

### OVERSEAS STUDENT

A person who:

- is not entitled to reside permanently in Australia;
- satisfies the criteria prescribed by the *School Education Regulations 2000*; and
- is enrolled as a full fee-paying student at a school participating in the international full fee-paying student program.

**PARENT**

In relation to a child, means a person who at law has responsibility for the long-term care, welfare and development of the child, or the day-to-day care, welfare and development of the child.

**RESIDENTIAL ACCOMMODATION**

Accommodation provided to students on school premises such as colleges of agriculture, School of Isolated and Distance Education and any other schools.

**VOCATIONAL EDUCATION AND TRAINING FEE FOR SERVICE COURSES**

Where a qualification, including training and assessment, is delivered by an external Registered Training Organisation (RTO), usually at a significant per student cost.

Auspice arrangements which require a payment to a RTO with school staff delivering the course are not fee-for-service.

**6 CONTACT INFORMATION**

Senior Finance Consultants (Schools)  
Schools Resourcing and Support Directorate  
[FinancialServices.Support@education.wa.edu.au](mailto:FinancialServices.Support@education.wa.edu.au)

Principal Finance Consultants  
Schools Resourcing and Support Directorate  
[FinancialServices.Support@education.wa.edu.au](mailto:FinancialServices.Support@education.wa.edu.au)

**7 HISTORY OF CHANGES**

Effective date	Last update date	Version no.	TRIM no.	Notes
1 April 2014		1.0	D14/0136815	Manual published to replace Contributions, Charges and Fees policy. Endorsed by the Director General on 13 February 2014.
1 January 2015		1.1	D14/0518803	Contact details updated and minor changes to reflect Year 7 move to a secondary setting D14/0462266.
1 December 2016		1.2	D16/0733088	Section 3.2.2.1 amended to enable principals to seek approval to request payment prior to commencement of certain Year 11 and 12 courses.
10 October 2017		1.3	D17/0404198	Further amendment to section 3.2.2.1 for certain Year 11 and 12 changes. New definition for Vocational Education and Training fee-for-service courses.

## APPENDIX A. COST OF SCHOOLING

The Government provides a comprehensive education that satisfies the requirements of the *Western Australian Curriculum and Assessment Outline* for all students throughout Western Australia. A substantial portion of the operating costs associated with the education of students is from the State and Commonwealth Governments. These funds go towards salaries of teaching and administrative staff, school buildings and facilities, equipment and course materials. Fundraising, sponsorships and donations from parents and school communities also supplement the funds required to fund the operation of a school. The following table is a summary of the costs and cost elements funded from various sources:

Cost Summary	Cost Category	Cost Elements	Source of Funding
Education Support, Administration and Property	• Staffing costs	This includes salaries and on costs for teaching staff, administration, support staff and relief teachers	<ul style="list-style-type: none"> <li>• These costs are met largely by Commonwealth and State Government funding</li> <li>• A school's budget for these purposes can be supplemented by (for example) special grants and local fundraising.</li> <li>• Voluntary contributions, charges and fees must not be used to fund these costs.</li> </ul>
	• School operating costs	Administration expenses, insurance, telephone, utilities (e.g. gas, electricity, water, sanitation and waste removal), cleaning, gardening and security services.	
	• Capital works	Building and upgrading of school sites and buildings	
	• Furniture and equipment	Desks, chairs and tables for students and staff, photocopying equipment and administration computers.	
	• Maintenance	This includes repairs and maintenance of buildings, grounds and equipment.	
	• Teaching materials and equipment	This includes computers, physical education equipment, laboratory equipment, library materials and curriculum materials.	
	• Information technology	This includes provision of information and communication technology and software	
	• Special purpose programs	This includes LOTE, special literacy and numeracy programs and teachers' professional development.	
	• Student support services	This includes student services (e.g. School Psychology Service, speech pathology), support for children with a disability, the Secondary Assistance Scheme and English as a Second Language programs.	



Cost Summary	Cost Category	Cost Elements (some examples)	Source of Funding
Course materials, services and facilities for educational programs	<ul style="list-style-type: none"> <li>Course Materials</li> </ul>	<ul style="list-style-type: none"> <li>Printed and electronic materials which are related to the educational program and are provided for the student to borrow or keep e.g. text books, workbooks and book hire.</li> <li>Stationery items, computer disks and memory cards that are provided for the student to borrow or keep.</li> <li>Materials that are provided by the school for the student to consume the materials or take ownership of a finished article produced by the student with the materials e.g. materials in art and crafts, design and technology, science activities.</li> </ul>	<ul style="list-style-type: none"> <li>These costs are met jointly from school grants, parent contributions, charges and fees, fundraising and other external sources.</li> </ul>
	<ul style="list-style-type: none"> <li>Services and facilities</li> </ul>	<ul style="list-style-type: none"> <li>Printing or copying of text materials for use in the educational program e.g. photocopy material.</li> <li>Transport services to and from educational activities e.g. transport for excursions by school bus or commercial bus services.</li> <li>Entry to premises (other than the school's premises) to undertake an educational activity e.g. entry to swimming pool, theatre and the zoo.</li> <li>Attending or participating in an activity (whether held at the school or elsewhere) that is part of the educational program, but is not provided by staff of the school e.g. visiting educational activities e.g. plays, science displays, camps.</li> <li>Providing equipment or an outside venue in order to conduct an educational activity e.g. hire of canoes or venues such as ice-skating rink and squashcourt.</li> <li>Library resources.</li> </ul>	
Personal items and other services	<p><b>Type 1</b></p> <p>Items for personal use in lessons</p>	<ul style="list-style-type: none"> <li>Pens, pencils, notebooks, scrapbooks and workbooks.</li> <li>Calculators.</li> <li>Drawing instruments.</li> <li>Art and crafts equipment and supplies.</li> <li>Protective eyewear.</li> <li>School diary or work planner.</li> <li>School identity card.</li> <li>Hire or lease of musical instruments e.g. Instrumental Music program.</li> </ul>	<ul style="list-style-type: none"> <li>These costs are met by parents.</li> </ul>
	<p><b>Type 2</b></p> <p>Other personal items required for school</p>	<ul style="list-style-type: none"> <li>Dress code or school uniform items and footwear.</li> <li>Sports clothing.</li> <li>School bag.</li> <li>Lap top bags.</li> </ul>	

Cost Summary	Cost Category	Cost Elements	Source of Funding
	<p><b>Type 3</b></p> <p>Other services provided for convenience by school, but which are not required for educational program</p>	<ul style="list-style-type: none"> <li>• Photocopy and internet download services over and above that provided as part of course allocations.</li> <li>• Internet access for recreational or non-school use.</li> <li>• School magazine.</li> <li>• Graduation t-shirts or sweaters.</li> <li>• School/team/class photographs.</li> <li>• Extra-curricular tuition, not provided by Department staff e.g. ballroom dancing, martial arts.</li> </ul>	<ul style="list-style-type: none"> <li>• These costs are met by parents.</li> </ul>
Additional Voluntary Requests of Parents	<p><b>Donations</b></p> <p>Schools may request parents to donate for various purposes</p>	<ul style="list-style-type: none"> <li>• Tax deductible gift funds e.g. school building fund, library fund and special gift fund.</li> <li>• Donations to Parents and Citizens' Associations.</li> <li>• Chaplaincy.</li> <li>• Swimming pool operations.</li> <li>• A school bus replacement.</li> <li>• Building and grounds improvements.</li> <li>• Equipment purchases.</li> <li>• Library materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Donations are strictly on a voluntary basis.</li> <li>• Some of these donations may be tax deductible to the parents.</li> </ul>

## APPENDIX B. CONTRIBUTIONS AND CHARGES EXAMPLES

### B.1. CONTRIBUTIONS AND CHARGES - KINDERGARTEN TO YEAR 10

Cost Type	Costs to Parent	What Costs Cannot Be Included (some examples)	What Costs Can Be Included (some examples)	Comments
Voluntary Contributions	<b>K to Year 6</b>  Up to a maximum of \$60 a year	<ul style="list-style-type: none"> <li>• Fee for instruction provided by a member of the teaching staff and other staffing costs.</li> <li>• Cost of purchase, maintenance or replacement of school equipment, furniture and fittings.</li> <li>• Cost for the use of school owned facilities and property.</li> <li>• School operating costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Text books, workbooks and book hire</li> <li>• Photocopy materials.</li> <li>• Computer/digital items e.g. USB, CD and DVD</li> <li>• Materials for art and crafts, design and technology, science activities.</li> <li>• Cooking ingredients.</li> <li>• Excursion (non-optional component).</li> <li>• Camps (non-optional component).</li> <li>• Travel and accommodation.</li> <li>• Web based curriculum materials/resources (non- optional component).</li> </ul>	<ul style="list-style-type: none"> <li>• Amount must be approved by the school council/board.</li> <li>• Payment is optional. However, parents are encouraged to pay if able.</li> <li>• Must include components that are not extra cost optional components.</li> <li>• Notify parents no later than 2 months before the start of a school year.</li> <li>• Items may be provided to students to borrow or keep.</li> </ul>
	<b>Years 7 to 10</b>  Up to a maximum of \$235			
Charges for Extra Cost Optional Components	Vary according to the activities elected by students	<ul style="list-style-type: none"> <li>• Cost of instruction provided by a member of the teaching staff and other staffing costs.</li> <li>• Cost of purchase, maintenance or replacement of equipment, furniture and fittings owned by the school.</li> <li>• Cost for the use of school owned facilities and property.</li> <li>• School operating costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Graduation dinner.</li> <li>• Excursions (optional), e.g. music tour.</li> <li>• Travel and accommodation.</li> <li>• Cost of elective units for which there are high materials, services and facilities costs.</li> <li>• Extra-curricular tuition, not provided by a departmental staff (e.g. ballroom dancing, martial arts, music).</li> </ul>	<ul style="list-style-type: none"> <li>• Participation of the component is optional.</li> <li>• Participation is conditional on payment.</li> <li>• Contingency cost should be included to cover potential cost increases.</li> <li>• School may request a confirmation charge (bond/deposit) for high cost component e.g. excursions.</li> <li>• Notify parents no later than 2 months before the start of a school year.</li> </ul>
Charges	Not applicable unless they are overseas or adult students (in lieu of voluntary contributions).			

**B.2. CONTRIBUTIONS AND CHARGES - YEARS 11 TO 12**

<b>Cost Type</b>	<b>Costs to Parent</b>	<b>What Costs Cannot Be Included (some examples)</b>	<b>What Costs Can Be Included (some examples)</b>	<b>Comments</b>
Charges	Vary according to the components elected	<ul style="list-style-type: none"> <li>• Fee for instruction provided by a member of the teaching staff and other staffing costs.</li> <li>• Cost of purchase, maintenance or replacement of equipment, furniture and fittings owned by the school.</li> <li>• Cost for the use of school owned facilities and property.</li> <li>• School operating costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Text books, workbooks and book hire.</li> <li>• Photocopy material.</li> <li>• Computer/digital items e.g. USB, CD, and DVD.</li> <li>• Materials for art and crafts, design and technology, science activities.</li> <li>• Library materials.</li> <li>• Travel and accommodation</li> <li>• Excursions (non optional).</li> <li>• Camps (non optional).</li> </ul>	<ul style="list-style-type: none"> <li>• Amount must be approved by the school council/board.</li> <li>• No maximum limit.</li> <li>• Must notify parents of the charge no later than 2 months before the start of a school year.</li> <li>• Items may be provided to a student for the student to borrow or keep.</li> </ul>
Charges for Extra Cost Optional Components	Vary according to the components elected	<ul style="list-style-type: none"> <li>• Fee for instruction provided by a member of the teaching staff and other staffing costs.</li> <li>• Cost of purchase, maintenance or replacement of equipment, furniture and fittings owned by the school.</li> <li>• Cost for the use of school owned facilities and property.</li> <li>• School operating costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Graduation dinner/school ball.</li> <li>• Excursions and camps (optional).</li> <li>• Extra-curricular tuition, not provided by a departmental staff (e.g. Ballroom dancing, martial arts, music).</li> <li>• Travel and accommodation.</li> <li>• Computer/digital items e.g. USB, CD, and DVD.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation of the component is optional.</li> <li>• Participation is conditional on payment .</li> <li>• Contingency cost should be included to cover potential cost increases.</li> <li>• School may request a confirmation charge (bond/deposit) for high cost component e.g. excursions.</li> <li>• Notify parents no later than 2 months before the start of a school year.</li> </ul>
Voluntary Contributions	Not applicable to Years 11 and 12 students			

**B.3. PERSONAL ITEMS AND VOLUNTARY REQUESTS FOR ALL STUDENTS**

<b>Cost Type</b>	<b>Costs to Parent</b>	<b>What Costs Cannot Be Included (some examples)</b>	<b>What Costs Can Be Included (some examples)</b>	<b>Comments</b>
Personal Items	Vary according to the items purchased	<ul style="list-style-type: none"> <li>• Lockers provided by school.</li> <li>• Toiletries supplied by school for communal use.</li> <li>• Text books.</li> <li>• English dictionaries.</li> <li>• Atlases.</li> </ul>	<ul style="list-style-type: none"> <li>• Pens, pencils, notebooks, scrapbooks workbooks, diary and work-planner.</li> <li>• Tissues and towels.</li> <li>• Calculators and drawing instruments.</li> <li>• Art and crafts equipment and supplies.</li> <li>• Protective eyewear and sports gear.</li> <li>• Musical instruments.</li> <li>• Laptop bags and memory cards.</li> <li>• Computer/digital items e.g. USB, CD, and DVD.</li> </ul>	<ul style="list-style-type: none"> <li>• School must provide a personal item list approved by the council/board.</li> <li>• Parents can purchase items from any suppliers.</li> <li>• These items are for personal use of the students.</li> <li>• Notify parents no later than 2 months before the start of a school year.</li> </ul>
Other Services	Vary according to the items purchased		<ul style="list-style-type: none"> <li>• School magazine.</li> <li>• Leavers t-shirts.</li> <li>• Class/team photographs.</li> <li>• Laptop bags and memory cards.</li> </ul>	<ul style="list-style-type: none"> <li>• These items are provided to students at a cost but are not directly part of the educational program.</li> <li>• Notify parents no later than 2 months before the start of a school year.</li> </ul>
Voluntary Requests	Payments are optional		<ul style="list-style-type: none"> <li>• Tax deductible gift funds e.g. school building fund, library fund and special gift fund.</li> <li>• Donations to Parents and Citizens' Associations.</li> <li>• Chaplaincy.</li> <li>• Swimming pool operations.</li> <li>• A school bus replacement.</li> <li>• Building and grounds improvements.</li> <li>• Equipment purchases.</li> </ul>	<ul style="list-style-type: none"> <li>• Donations are strictly on a voluntary basis.</li> <li>• Some of these donations are tax deductible to the donors.</li> <li>• Notify parents no later than 2 months before the start of a school year.</li> </ul>