

# Resources

The following policies provide examples of resource management, aims and guidelines upon which resource processes and practices are based.



## CONTRIBUTIONS & REFUNDS

### RATIONALE

College council has a responsibility to manage the finances of the college that includes fair and reasonable policy on refunds to parents for charges.

### PURPOSES

To ensure that refunds to parents are managed through an accountable and transparent process.

### GUIDELINES FOR IMPLEMENTATION

#### 1. College Student Charges For New Enrolments:

Library Trust: Voluntary

Building Fund: Voluntary

Subject Charges: In full at beginning of year, pro rata reduction at beginning of Term 2, 3 and 4

#### 2. Replacement Cost Of ID Cards: \$5.00

#### 3. Refunds For College Student Charges:

Library Trust: Non refundable

Building Fund: Non refundable

Computer Levy: In full at beginning of year, pro rata reduction at beginning of Term 2, 3 and 4

Subject Charges:

1. fully refundable if paid during the preceding year and student does not commence at the College

2. pro-rata, based on exit date per term.
3. nil refund after commencement of term 4.
4. Charge For Photocopying Student's Reports:  
Ex Students: A fee of \$20 per year level must be paid before search commences.  
Current Students: A fee of \$10 to retrieve electronic data and reprint current students' reports must be paid before search commences.

#### 5. Camp and Excursion Refunds:

The following clause will be inserted on all camp notices.

In the event of a cancellation a medical certificate covering the period of the camp should be supplied before a refund will be considered.

The amount of the refund will depend on whether a non-refundable deposit has been paid to a supplier and if a replacement has been found to attend the event.

The following clause will be inserted on all excursion notices.

Due to planning, and advance payment to confirm bookings, there will no refunds unless a medical certificate is supplied for the date of the excursion.

#### 6. Music Levy and Instrument Hire Refunds

The following clause will be inserted on all Music Levy notices.

Tuition is for a full academic year. Any request to discontinue learning an instrument should be made in writing from the parent to the Instrumental Music Manager. Should this occur during Semester 1, only Semester 2 levies will be refunded. Should this occur during Semester 2, there will be no refund.

All refunds should be requested in writing to the Business Manager for consideration.

#### **Evaluation:**

\* This policy will be reviewed as part of the school's three-year review cycle

Reference: Exec Memo No 029/99: Voluntary Contributions and School Charges Non refundable

## HIRE OF FACILITIES

### RATIONALE

The college has a range of facilities that community groups can benefit from and which provide additional sources of revenue for the college. Fair and reasonable hiring arrangements can prove mutually beneficial.

### PURPOSES

1. To allow the wider community access to school facilities whilst ensuring that revenue raised helps to maintain these facilities and provides income into the college budget.

### GUIDELINES FOR IMPLEMENTATION

1. College council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use.

2. College Council has decided to hire facilities including the theatre, gymnasium, and general purpose classrooms to external groups under the following conditions:

> That the individuals or organisation hiring the facilities have taken out public liability insurance and can provide documentation to that effect.

> That a written hiring agreement is signed by it and the hirer before use commences.

> That the written agreement cover such items as:-

a. The period of the agreement, specific times of use, and areas to be used.

b. Contact names and telephone numbers of both parties.

c. Access and security arrangements including arrangements with keys and locking up

d. Damage to property and arrangements to repair any damage.

e. Cleaning arrangements.

f. Car parking.

g. Notification arrangements to the hirer if the school requires the facility during the normal hire period.

h. College Council's right to revoke the agreement at any time.

i. A hiring fee.

3. College Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
4. College Council reserves the right not to hire facilities to groups it does not wish associated with the college.
5. College Council will apply a reduced fee for the use of facilities by local primary schools and other groups associated with the college (eg: Parents Association).
6. College council will appoint a facilities hire manager to ensure that the above guidelines are adhered to.

Evaluation:

\* This policy will be reviewed as part of the school's three year review cycle.

Reference: SOTF Reference Guide: 7.2.3; 7.15.7.2; 7.18.13.5 - Hire of School Facilities