

1	Fee arrangements for students.....	1
2	Payment plans.....	1
3	Student Resource Scheme, including Loan Agreements for Equipment	2
4	Extra-curricular activities	3
5	Sport.....	4
6	Instrumental music	4
7	Excursion payments	4
8	Refund Policy	4
9	Non-payment of fees and charges.....	5
10	Debt Management Policy	6

1 FEE ARRANGEMENTS FOR STUDENTS

Brisbane Bayside State College will invoice the parent who enrolled the student. It is not BBSC’s role to become involved in disputes between parents/carers about the payment of fees. Payment arrangements are a matter for parent/carers to settle between themselves.

BBSC will not enter into contacting parent/carers to organise new payment arrangements. The parent nominated as debtor will be responsible for payment of all invoices issued to them.

BBSC is not able to enter into part payment or 50/50 invoicing arrangements. We require the enrolling parent to pay the full amount stated on the invoice. It is the debtor’s responsibility to arrange reimbursement from other parents/carers.

If fees for activities such as excursions and sport are not paid in full by the due date the student may not be allowed to participate in the activity.

2 PAYMENT PLANS

All fees are to be paid by the due date, unless a formal payment plan is approved by the Principal.

Families experiencing hardship should complete the Payment Plan form and return it to the BBSC finance office for consideration. Payment plans can be established through BPOINT, Centrepay or electronic funds transfer/direct deposit to the College bank account.

BPOINT Electronic Payment Plan: You can negotiate with us on the amount, frequency and number of payments included in the payment plan. Once arrangements have been put in place, an email will be forwarded with a link for the payment plan. All that is required from this point is to click on the link and register for the direct debit/payment plan and nominate a credit/debit card or bank account. A confirmation email detailing the agreement will then be forwarded which requires the link to be activated. This will then confirm the agreement. The following day, the school will receive a report confirming the registration for the payment. An email reminder will be sent out the day before a charge is due to be debited from a bank account or credit/debit card.

Failure to pay fees, or to set up a payment plan, may result in students being unable to attend extracurricular activities and access College resources.

3 STUDENT RESOURCE SCHEME

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the college.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed 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 textbooks and resources elsewhere, Brisbane Bayside State College operates a Student Resource Scheme (SRS).

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the college's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

3.1 SRS PARTICIPATION

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at college. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received the college will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the college year.

Parents only need to complete one Participation Agreement Form (PAF), agreeing to join the scheme, which covers the Year Level SRS, as well as the SRS-Instrumental Music and SRS-Temporary Laptop Hire as required. Students are unable to participate in Instrumental Music or temporarily hire a laptop if a SRS Participation Agreement form is not returned to the college by the due date.

The Participation Agreement Form is only required to be completed once, as participation is for the duration of your child's enrolment at the college. However, a parent can opt in or out of the scheme in subsequent years by completing another PAF.

If you are not satisfied that the SRS fee represents good value for money you may choose not to participate in the SRS. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for the student.

3.2 SRS PARENT INFORMATION LETTERS

For full details on the Student Resource Scheme please refer to the relevant year level Parent Information Letter on the College website located under the Support and Resources tab.

3.3 SRS LOAN AGREEMENTS FOR EQUIPMENT HIRE

The SRS – Instrumental Music and SRS – Temporary laptop hire allow the option of hiring equipment from the College. Parents/Guardians must complete the Loan Agreement Form EQ11 and submit it to the administration office. All equipment and accessories loaned to a student remains the property of EQ, and the parent/guardian is liable for any loss or damage. Borrowed equipment must be returned by the due date, and failure to do so may result in commencement of recovery action.

4 EXTRA-CURRICULAR ACTIVITIES

Ideally caregivers of students who undertake extracurricular activities have:

- paid all SRS and other fees; and/or
- initiated a committed payment plan*

**A committed payment plan is one where the value of the regular payment is such that all fees and levies are paid by November of the same year.*

If there are values outstanding from previous year/s these must be paid in full prior to entering into a payment plan for the current year, or alternatively a plan is to be established to have the outstanding value paid in full within a short timeframe, prior to undertaking extra-curricular activities in the current year. All money paid to the school will be applied to overdue SRS and other invoices, **not** to any new activities or deposits for recreational activities.

During the course of the school year, students may continue to undertake activities while on an approved payment plan. There can still be value outstanding from the previous term/semester. Students are able to undertake all activities and no restrictions will apply, provided caregivers:

- have no outstanding accounts from previous years, or have an approved payment plan
- are committed to their payment plan and the value of the regular payment is such that will see all of the amounts outstanding paid by November of each school year
- are increasing their financial contribution to cater for the increased value of monies owing to accommodate any new activities

Invoices for excursions and extra-curricular activities must be paid by the due date or students will be ineligible to participate.

5 SPORT

Students in years 7 – 10 undertake sport one afternoon per week. Some sports have associated fees for travel and participation. Students who choose sports with a cost component must undertake to pay all costs associated with the sport by the due date. Failure to pay sports costs, unless a formal payment plan is in place, will result in students being restricted to no cost sporting options.

Students may also be invited to represent the College at various sporting events. All costs associated with these sports must be paid by the due date, unless a formal payment plan is in place. Failure to pay may result in the student not being invited to represent the College at future sporting events.

6 INSTRUMENTAL MUSIC

Participation in instrumental music is optional and involves a yearly fee which covers tuition, printed resources and music costs. Instrument hire is also available if required. Parents must join the Student Resource Scheme and complete the Participation Agreement Form in order for a student to participate in instrumental music.

All costs associated with instrumental music must be paid by the due date, unless a formal payment plan is in place. Failure to pay may result in the student being removed from the Instrumental Music Program.

7 EXCURSION PAYMENTS

Consent forms for Excursions and other activities are sent to parents/carers via QParents and hard copy to the student. Invoices for the activity are sent only to those parent/carers who give consent for the student to attend. Payment in full is required by the due date, unless an extension to the due date is requested and approved.

Two weeks after an excursion has taken place, a credit adjustment will be issued for unpaid invoices. This is a system generated document which will clear your student's account for this excursion. If your student attended and payment has not been received because of a payment plan arrangement, you will be emailed a new invoice for this particular excursion.

Prompt payment of invoices will ensure that credit adjustments and additional invoices are not emailed to you. Please refer to the Refund Policy for more information on refunds for non-attendance at excursions.

8 REFUND POLICY

At Brisbane Bayside State College, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the college or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the college budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available on the College website. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the college, and used to offset any future charges.

9 NON-PAYMENT OF FEES AND CHARGES

The College operates the SRS to benefit all eligible students. It is not viable for the College to provide this service if fees are outstanding. If students have outstanding previous year's fees, they will not receive the resources for the current year.

Students with outstanding fees may not be permitted to participate in optional extra-curricular activities. These activities include:

- Ski trip
- Any overseas trips
- Camps
- Purchase of Senior Jersey
- Year 12 Formal
- Any other extra-curricular activities

Furthermore, students will not be entitled to products made in subject areas such as Art, Industrial Technology and Hospitality. Non-payment of sports fees will result in students being restricted to non-fee sports options, until the outstanding fees are finalised.

10 DEBT MANAGEMENT POLICY

Student accounts must be fully paid and up to date by November of each year. Payment Plans are provided by the College to assist caregivers experiencing financial hardship. Payment plan details can be found on the College website.

Inclusions for payment plans are:

- SRS
- Subject fees
- Levies

Ideally caregivers will commence payment plans at the commencement of each school year with a view to having all outstanding fees and levies paid by November of the same year. This provides approximately 40 school weeks to have all invoices paid.

Note: To allow students to continue to undertake activities without payment of fees and levies will see the amount owing to the college continuing to grow. In some cases the value becomes so large that parents find the value of the debt challenging. The college will need to initiate debt recovery action facilitated by the Department of Education if accounts remain unpaid.