

Dalby State High School Bunya Campus Debt Management Policy

Dalby State High School Bunya Campus provides a residential facility to students enrolled at the Dalby State High School who are Australian citizens, permanent residents or children of Australian citizens or permanent residents.

Dalby State High School Bunya Campus charges for accommodation, food, laundry and transport for students residing at this facility. Charges of fees to students may be for some of the following reasons but are not limited to these examples–

- Services, materials and consumables not defined as accommodation, food, laundry and transport.
- Specialised programs
- Recreational Activities

Student Resource Scheme

The secondary school Textbook and Resource Allowance is used to offset part of the schools fees.

The Principal has obtained endorsement from P&C for –

- Student Resource Schemes
- Non-state school students enrolled in the school
- Enrolment processing fee
- An educational service purchased from a provider other than a state school.

Where Dalby State High School provides resources, the ownership is retained by the school. The school can decide to pass these on to the student.

Where parents choose not to participate in the scheme and provide the resources themselves they retain ownership.

The student resource scheme is managed by the Dalby State High School P & C and is not linked in anyway financially to the Campus.

Responsibilities for residential fees and contributions:

Principal:

- determine, in conjunction with regional office the total costing of residential fees for whole school year
- generation of a reminder notice to the parent at intervals of 30 days overdue and 60 days overdue
- after 60 days overdue, undertaking internal school debt recovery action as provided in the School Accounting Manual for the overdue fees including, where warranted, referral to an external debt collection agency via Finance Branch, or waiving the fee
- exercising discretion in excluding a student from the facility
- prior to commencing at the facility parents will be issued with an invoice for room bond and first term fees that will require payment on arrival unless a prior payment plan has been agreed to
- a pro rata fee is available to a student who enters the facility throughout the school year and this is calculated on a 40-week school year basis
- a pro rata refund will be paid to the parent or carer of a student who, after all outstanding invoices have been finalised, leaves the campus through the year. The pro rata refund is calculated on the fee paid, less the cost of any negligent damage to the facility on the basis of a 40-week school year.
- ensure that debt recovery processes are in accordance with Financial Practices in Schools and Other Centres, the School Accounting Manual, and Debt Collection Policy.

Parents:

- make a decision to enrol student at the Dalby State High School Boarding Facility and indicate the decision by completing the Application for Enrolment and return the form to the campus together with \$600 deposit
- where a decision is made to enrol at the campus, parents and students are to comply with the terms and conditions of payment plan
- in circumstances of financial hardship, contact the Business Services Manager to discuss how the financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate individual circumstances.

Debt Recovery - action to be taken for non-payment of fees

Debt recovery action can be undertaken for outstanding fees and charges.

If Dalby State High School Bunya Campus has a large number of outstanding accounts it will go about recovering the money by a process of negotiation with the parent/carer. Strategies for recovery include issuing monthly statements, negotiating payment schedules, and telephone or personal contact with the parent/carer to discuss outstanding fees.

When all avenues are exhausted Dalby State High School Bunya Campus will apply to the Regional Executive Director to endorse a request to engage a Debt Collector through Central Office.

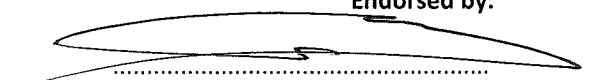
A student can be excluded from the campus for non-payment of fees.

Approved by:



Head of Campus
Dalby State High School Bunya Campus
Date: 20 July 2016

Endorsed by:



Principal
Dalby State High School
Date: 20 July 2016