

User Pays Scheme Policy

– Subject Fees & Other Levies



At Brisbane State High School, we are committed to providing a safe and supportive learning environment for students and staff. We offer an excellent educational environment and provide many opportunities to our students. State schools do not charge for instruction, facilities and administration, however, some fees are essential to support the delivery of education. The school operates a fee for service program through a User Pays Scheme.

We provide exceptional opportunities to students inside and outside of the classroom. Many of the subjects that the students undertake include an excursion or a camp. The cost of these is included in the applicable subject fee. We include these excursions/camps in the subject fees as attendance is mandatory as the findings during these activities are assessable.

Payment of subject fees is mandatory. At State High, fees include:

- subject fees (in some cases inclusive of assessable excursions and camps directly related to the subject)
- a general levy
- a BYOD (Bring Your Own Device) levy*
- a DTN (Direct to Net) levy*
- other levies and fees that may arise from time to time.

** BYOD & Direct to Net: These fees provide resources, internet connectivity and assistance over and above what the Government provides to state schools.*

The P&C Association reviews and approves these fees each year at the October General Meeting. The fees are available for perusal each year on the school's website under 'About our school' – <https://brisbaneshs.eq.edu.au/our-school/about-our-school>.

State schools can 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.

Textbook and Resource Allowance (TRA)

Textbooks, apps and stationery resources also incur an expense, however, a government allowance offsets some of this cost. Please refer to <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance> for further information about this allowance.

The allowance is paid to the school. The school then facilitates payment of the allowance to its eligible families on behalf of the Department. The allowance varies annually. In November of each school year, the Department of Education advises the values of the allowances. They differ for students in Years 7-10 and for those in Years 11 and 12. Parents are informed of these values in the first finance newsletter of each school year.

Eligibility

Most students are eligible to receive this allowance once a year for six years (or for the duration of their enrolment at Brisbane State High School).

Students are not eligible if they:

- are enrolled as International Students;
- are enrolled in a Centre for Continuing Secondary Education (CCSE);
- are undertaking-part time distance education from a non-state school accredited for distance education;
- are enrolled after the first Friday in August.

Receiving the Allowance*

Parents can choose to have the value of the Textbook Allowance:

- donated, wholly or in-part, to the P&C Association
- credited on the first invoice of the school year
- paid to them via EFT

When you enrol your child, you will be asked to indicate your preferred option on the User Pays Scheme Agreement Form included in the Enrolment Offer Package.

Summary of Fees

Subject Fees

Subject fees cover the cost of resources, excursions/camps (if applicable) directly associated with the subject. Subject fees for Junior and Senior students are available to download via the school's website under 'About our school' – <https://brisbaneshs.eq.edu.au/our-school/about-our-school>.

When you enrol your child, you will be asked to sign the User Pays Scheme Agreement Form that is included in the Enrolment Offer Package. This Agreement Form outlines the terms and conditions of the User Pays Scheme. We ask that you acknowledge that you have been advised that the school charges subject fees for subjects undertaken by the students; and that you will support the school by paying the fees.

The school endeavours to provide as much information to parents to allow informed decisions to be made. When the term statements are emailed to parents, it will be accompanied by our Finance Matters newsletter to further advise of financial processes at the school.

General Levy

The general levy includes affiliation fees to:

- The Great Public Schools' (GPS) Association of Qld Inc
- Queensland Girls' Secondary Schools Sports Association (QGSSSA)
- Brisbane Schoolgirls' Rowing Association (BSRA)
- Metropolitan East School Sport (MESS)

As well as:

- A Student ID Card
- Career & Pathway materials
- Entry fees to sports carnivals; entry fees to induction, awards and graduation excursions

BYOD & Direct to Net

These fees provide resources, internet connectivity and assistance over and above what the State Government provides to schools.

Extra-Curricular – Recreational Activities (optional)

Optional extra-curricular and recreational activities (e.g. performing and visual arts, chess, debating and sporting activities), formals, socials, movie nights, overseas travel, year level activities, fundraising activities are offered to students to enhance the educational experience at the school. These are not mandatory.

Charges for recreational activities are based on a cost recovery basis and are determined by expenses incurred for the activity and the number of participants. Expenses may include travel costs (including insurance), venue, catering, gifts for overseas schools, decorations, security, etc.

Levies for extra-curricular activities are calculated on a cost recovery basis. Costs may include some or all the following:

- apparel for First and Open teams
- acknowledgements for volunteer coaches
- catering for visiting school Principals and Sports Masters
- coach's shirt
- enhancement equipment
- equipment replacement and repair
- filming by AV Specialists
- operating expenses (photocopying, repair costs)
- referee expenses
- security officer/s

- sports medicine (ambulance on site)
- training bibs / singlets
- transport
- uniforms / costumes
- venue use hire

and are also based on the number of students who are participating in the activity. The levy is set after consultation with stakeholders within the activity, e.g. parents on the activity's sub-committee, Masters in Charge, Extra-Curricular Office staff and the school's Finance Department. Parents are informed of these levies prior to students participating in the activity to allow them to make an informed decision. These levies should be paid before the start of any activity, or in the first week of the 'season'.

Information about key staff involved in the extra-curricular activities is available on our website – <https://brisbaneshs.eq.edu.au/our-school/contact-us>. Information about activities can be located at the following links:

- Sport: <https://brisbaneshs.eq.edu.au/extra-curricular/sports>
- Cultural and other activities: <https://brisbaneshs.eq.edu.au/extra-curricular/cultural-activities>
- Other activities: <https://brisbaneshs.eq.edu.au/extra-curricular/other-activities>

School Magazine (optional purchase)

The annual school magazine provides a record of the year's school life and is greatly valued by past and present students.

Invoices

Invoices are emailed in Week 4 of Semester 1 and Semester 2. Statements are emailed in Week 4 of all terms.

- Year 10, 11 and 12 students are invoiced for subjects in Semester 1 only.
- Year 7, 8 and 9 students are invoiced in Semester 1 and 2, as they change subjects each semester.
- Fees for Year 10, 11 and 12 students undertaking Certificate/Diploma level courses may also be included on invoices with other subject fees, however, in the main these courses are invoiced directly to parents by the Registered Training Organisations (RTOs).

Payment

You can pay all fees, levies and charges by:

- paying at the B Block Finance Counter;
- setting up a Centrelink direct debit;
- paying via BPoint electronically;
- making a direct deposit into the school's bank account.

Information regarding payment options will be provided to parents with each term statement.

Payment Plans

If you are experiencing financial difficulties, please contact our Accounts Management Officer on 3291 4213 early in the year to set up a Part Payment Plan. A Part Payment Plan allows you to pay fees gradually, however, must be paid in full by the middle of November of the same year.

By contacting us early, you can ensure your child's extra-curricular and recreational activities are managed responsibly.

Non-Payment of Levies and Fees

Levies apply to all students, regardless of the category of enrolment in which they are enrolled. It is essential that subject fees are paid so that resources can be provided to teachers in the classrooms. This school ensures that classrooms are resourced well, and to a high standard. This cannot happen without your support.

As per the Terms and Conditions of the User Pays Scheme Agreement signed by parents prior to enrolment:

'16. Non payment of subject fees may result in debt recovery action in accordance with the Department's [Debt Management procedure](#). In such cases, the Principal may:

- *Withdraw the Student's participation in the User Pays Scheme*
- *Withhold the provision of any further items under the User Pays Scheme*
- *Exclude the student from optional, non-curricular activities and/or*
- *Initiate debt recovery action'*

Reference Documents:

<http://ppr.det.qld.gov.au/corp/finance/services/Pages/Student-Resource-Scheme.aspx>

<http://ppr.det.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>

<http://ppr.det.qld.gov.au/corp/finance/services/Pages/Textbook-and-Resource-Allowance.aspx>

<http://ppr.det.qld.gov.au/corp/finance/services/Pages/State-Education-Fees.aspx>