

WAITAKERE COLLEGE

Section D (NAG 4) FINANCE AND PROPERTY

Policy SCHOOL DONATION, SUBJECT FEES AND INCIDENTAL FEES

Review Date August 2016

Reviewers Principal, Business Manager, Accounts Administrator

Goal

It is a Board of Trustees resolution to request

- i) **A Voluntary Donation** from students attending the College. This is an approved form of supplementing school income, as outlined in the Ministry of Education website www.education.govt.nz, which states: *“There is no directly related expense as these funds generally contribute to classroom and curriculum costs”*.
- ii) **Subject fees** charged for items approved by the Principal which fall into the category of materials consumed or taken home by students in courses they opt to study.
- iii) **Incidental fees** charged to students to defray, or pay in full for, the cost of school activities related to Education Outside the Classroom or specially approved school activities such as educational trips and visits.

Objectives

- 1 In order to implement local curriculum objectives, it is necessary to supplement school income.
- 2 This income and related expenditure is subject to Board of Trustee approved financial control and management, in accordance with the College’s finance policies.

Guidelines

School Donation

- 1 This should be annually set and revised by the Board of Trustees on the recommendation of the Principal and Trustees.
- 2 This should be collected annually as part of the student registration process and follow-up measures for non-payment should be determined.

Subject Fees

- 1 These will be set annually on the basis of HoD consultation with the Principal.
- 2 These fees are collected annually as part of the student registration process.
- 3 Accounts department will provide HoDs with a print-out of unpaid fees regularly.
- 4 Students may be removed from the subject if fees are not paid.

Incidental Fees

- 1 Approval to charge a fee for special and EOTC school activities is to be obtained in conjunction with applications for school activity approval to the Principal or Deputy Principal.

Signature of Chairperson

Date

Signature of Principal

Date