

WAITAKERE COLLEGE

Section D (NAG 4) FINANCE AND PROPERTY

Policy: School Donation, Subject Fees and Incidental Fees

Date of Review: August 2020

Reviewers: Principal, Accounts Administrator

Goal

To prudently examine available sources of extra income ensuring the College is aware of opportunities to increase revenue.

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

- 1 The Board of Trustees, in signing up to the Ministry of Education's Government Funded Donations Scheme:
 - a) Waives the right to request A Voluntary Donation from students.
 - b) Maintains the right to request Subject Fees charged for items which fall into the category of materials consumed or taken home by students in courses they opt to study.
 - c) Maintains the right to request Incidental fees charged to students to defray, or pay in full for, the cost of school activities not related to Education Outside the Classroom or specially approved school activities such as ~~education~~ trips and visits *which require the student to be away from their domicile overnight* (such as optional school camps).
 - d) Maintains the right to request a voluntary donation from students for the cost of school activities relating to an overnight event for a course or part of the curriculum; such as Education Outside the Classroom camp.
- 2 In the event of the Board of Trustees no longer subscribing to the Government funded Donations Scheme, the Board of Trustees resumes the following rights and resolution to request:

School Donations

- 1 If not participating in the Government funded Donations Scheme, the Voluntary Donation 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.

Chairperson

Principal

Date