Schedule of Contributions – 2013 – Year 12

The Year 7 families are provided with a schedule of contributions as part of the Year 7 information pack. Families with students in Years 8, 10, 12 will be invoiced early in the school year. Families with students in Years 9 and 11 will be invoiced around mid-term to allow for any subject changes. Invoices will be delivered by mail. A detailed receipt will be issued on payment of the contributions and returned to students via roll call. Families who do not receive receipts in a timely manner should contact the school. Contributions can be paid by Mastercard, Visa, cheque or cash. Please note that instalment payments may be made at any time to suit your personal circumstances. Limited assistance is available. Enquiries should be addressed to the Head Teacher Welfare.

Contributions are made to support student learning as detailed below:

**General School Contributions (per student)**

**The School Contribution**
The school contribution assists with the provision of texts, newsletter, printed notes, DVDs, sporting and classroom equipment, library stock, the student diary and general photocopying.

**P&C Contribution (per family)**
This contribution is established by the P&C and is entirely separate from the contribution sought by the school. It is used by the P&C to support the school financially, partly in the form of a much needed and certainly greatly appreciated P&C budget, which enables the purchase of valuable capital items of school equipment that all students have the benefit of using. The project for 2013 is a Sound and Lighting Booth for the hall. The P&C also subsidises grounds maintenance through these funds. Cheltenham’s school grounds are large and appealing but difficult to maintain with limited resources.

**P&C Computer Upgrade Contribution (per family)**
This annual contribution is earmarked for use only on technology enhancements including specialist computers and software, plus data projectors and Smartboards. For further details refer to letter from P&C dated December 2012.

**The Computer Printing Contribution**
Supports student use of printer cartridges and paper. Students can top up their accounts with a maximum of $5.00 at any one time.

**The ICT Levy**
Supports the maintenance and expansion of the school’s Information and Communication Technology (ICT) infrastructure that directly supports student learning, electronic storage and internet access, the website, student folders and email accounts.

**Whole School Events Programs**
These funds help cover the running costs of ceremonies such as Year 7 Badge Ceremony, Prefect and SRC Inductions, Presentation Day at the Opera House and carnivals. These events are predominately subsidised by global funds and the P&C.

**Exam Paper**
Contributes to supply of paper for student responses in examinations.

**School Magazine (Yarrabee)**
Contributes to the printing of our school magazine Yarrabee provided to students in December each year. Students who have not paid contribution fees before the Yarrabee publication will be required to pay $21.00 to purchase the magazine.

**Specific Materials Contributions (per student)**
Specific Materials contributions cover the cost of consumables used by students enrolled in these courses. Students select “elective” courses and course contributions are dependent upon student choice. Selection of these courses involved acceptance of responsibility for payment of these contributions. Please tick the appropriate box relevant to the courses studied by your daughter and include this cost in the total.

**Subject Booklets**
This payment contributes to the printing of booklets for student use in the relevant course.

**The Textbook Bond**
A one-off payment which is fully refunded when a student leaves the school, upon the return of all texts and school property and payment of outstanding subject contributions.

**Cheltenham Girls’ High School Building Fund (per family)**
The Cheltenham Girls’ High School Building Fund has been established to meet Australian Taxation Office guidelines for tax deductible funds. A donation of $100 per family is suggested to this fund which will subsidise new and renovated buildings in the school. This fund is separate from the P&C contribution.

**Lockers**
A one-off payment of $42.00 (of which $10.00 is refunded at surrender of locker and return of key). A fee of $5.50 is charged to cut new keys. Non-return of the key on leaving or at the end of Year 12 results in the forfeit of the $10.00 deposit.

**Students Leaving**
Where a student discontinues enrolment and/or a course **within one term** of enrolment the school contributions are 75% refundable.
Where a student discontinues enrolment and/or a course **within two terms** of enrolment the school contributions are 50% refundable.
Where a student discontinues enrolment and/or a course after more than two terms of enrolment, the school contributions are non-refundable.