



# UNIVERSITY HIGH SCHOOL

20 November 2023

Dear Parent/Guardian,

University High School is looking forward to another great year of teaching and learning and would like to advise you of The University High School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. The University High School Council want to thank you for all your support, whether that is through financial contributions or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to enhance a range of programs and areas, including a vibrant sporting and co-curricular program, items and equipment for Art/Tech, Science, PE and other learning areas, upgrades to both indoor and outdoor facilities, purchasing new furniture for classrooms and enhanced IT support both at school and for students at home.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,

Ciar Foster  
**Principal**

Ben Jensen  
**School Council President**

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

**THE UNIVERSITY HIGH SCHOOL**  
**YEAR 10 – 12 - 2024**  
**PAYMENT FORM**

<b>CURRICULUM CONTRIBUTIONS</b>	<b>AMOUNT</b>
Items and activities that students use, or participate in, to access the Curriculum.  <i>Classroom consumable materials and equipment to support Learning, including items in:</i> <ul style="list-style-type: none"> <li>• Art</li> <li>• English</li> <li>• Enquiry Learning</li> <li>• Food Technology</li> <li>• Galileo</li> <li>• Humanities</li> <li>• LOTE</li> <li>• Maths</li> <li>• PE/Health</li> <li>• Performing Arts</li> <li>• Science</li> <li>• Technology</li> <li>• Athletics, Swimming &amp; Sports Carnivals</li> <li>• Photocopying</li> <li>• Library Services &amp; Resources</li> <li>• Student ID</li> <li>• Student Planner</li> <li>• ICT devices &amp; upkeep of ICT systems</li> </ul>	<b>\$531</b>
<b>OTHER CONTRIBUTIONS</b>	<b>AMOUNT</b>
For non-curriculum items and activities: <ul style="list-style-type: none"> <li>• School Sports Victoria</li> <li>• Enhanced wellbeing support</li> <li>• First Aid</li> <li>• Ground's maintenance &amp; improvement</li> <li>• Communication tools</li> <li>• Lockers/locker maintenance</li> <li>• Additional support staff</li> <li>• Upkeep of specialised facilities on campus</li> </ul>	<b>\$266</b>
<b>TAX-DEDUCTIBLE CONTRIBUTIONS</b>	<b>AMOUNT</b>
Suggested Donations:	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	<b>\$300</b>
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	<b>\$150</b>

**Educational items for students to own**

Below is a list of items that the school recommends you purchase for your child to individually own and use.

- [Campion - Book List](#)
- [BYOD Information](#)

**Extra-Curricular Items and Activities**

The University High School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

They include optional excursions and camps, optional sporting or music programs, and materials that don't relate to the Curriculum. If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school. Please note that financial assistance is available for all these items - enquire at the office.

We provide an opportunity for all students to attend to camp/excursions. Students will experience the outdoor environment and build resilience, incorporating key learning opportunities related to the curriculum.

We have subsidised this experience so that it is affordable for families, with additional support options available based on need. Please contact Business Manager for more information regarding this support.

<b>EXTRA-CURRICULAR ITEMS AND ACTIVITIES</b>	<b>AMOUNT</b>
<i>Camps and excursions which may be offered for various programs students undertake</i>	<b>TBA</b>
<i>UHS Sports Top</i>	<b>\$25</b>

## Financial Support for Families

The University High School understands that some families may experience financial difficulty and offers a range of support options, including:

- **CSEF (Camps Sports and Excursions Fund)** - provided by DE&T and is automatically paid to family accounts. Applications via school. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$250 per year paid for eligible secondary school students. Special consideration eligibility category also exists. CSEF payments will be processed directly to schools with majority of payments to commence from March 2024 onwards.
- **Payment plans** - please contact General Office on 9347 2022 or email Ohlu Wickramaratna (Business Manager) Email: [ohlu.wickramaratna@education.vic.gov.au](mailto:ohlu.wickramaratna@education.vic.gov.au) or Erin Rathnasekara (Assistant Business Manager) Email: [erin.rathnasekara@education.vic.gov.au](mailto:erin.rathnasekara@education.vic.gov.au)
- **Student Support Fund** - various financial supports are available thanks to the generous contributions of alumni and benefactors. Students may be eligible for support for books, digital devices and other school costs.
- **External Agency Support** - support is available from organisations such as State School Relief.

If you would like to know more about this support, please complete this form by clicking the link [HERE](#)  
Someone will then contact you to discuss details

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Ohlu Wickramaratna (Business Manager)  
Ph: 03 9347 2022

Email: [ohlu.wickramaratna@education.vic.gov.au](mailto:ohlu.wickramaratna@education.vic.gov.au)

Erin Rathnasekara (Assistant Business Manager)  
Ph: 03 9347 2022

Email: [erin.rathnasekara@education.vic.gov.au](mailto:erin.rathnasekara@education.vic.gov.au)

To read further regarding the Department's Financial Help for Families Policy see:  
[Financial Help for Families: Policy | education.vic.gov.au](#)

**THE UNIVERSITY HIGH SCHOOL  
YEAR 10 – 12 - 2024**

**PAYMENT FORM**

Please tick your year level in 2024

Year 10	
Year 11	
Year 12	

STUDENT FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

HOME GROUP \_\_\_\_\_

**PLEASE COMPLETE THIS PAGE AND RETURN TO THE GENERAL OFFICE OR EMAIL TO  
[university.hs@education.vic.gov.au](mailto:university.hs@education.vic.gov.au)**

Category	Amount	Contribution Amount
Curriculum Contributions	\$531	\$
Other Contributions	\$266	\$
Extra-Curricular Items and Activities (Please tick)		
UHS Sports Top <input type="checkbox"/>	\$25	\$
Size – 10, 12, 14, 16, 18 (Please circle)		
<b>TOTAL</b>		\$

Tax-Deductible Contributions – Suggested Donations (Please tick)	Contribution Amount
Building Fund \$300 <input type="checkbox"/>	\$
Library Fund \$150 <input type="checkbox"/>	\$
<b>TOTAL</b>	\$

**Payment methods**

These payments will be processed as indicated on the form. Methods include:

- Compass Pay
- BPAY
- Credit Card
- Cash
- Payment Plan \*\*

**Payment can be made at the General Office by Cash/Credit Card.**

Please complete if making payments by VISA  MASTER CARD

I hereby authorise The University High School to debit my account for the total amount.

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EXPIRY DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

\*\* For Payment Plan option please contact General Office on 9347 2022 or email Ohlu Wickramaratna (Business Manager) Email: [ohlu.wickramaratna@education.vic.gov.au](mailto:ohlu.wickramaratna@education.vic.gov.au) or Erin Rathnasekara (Assistant BM) Email: [erin.rathnasekara@education.vic.gov.au](mailto:erin.rathnasekara@education.vic.gov.au) \*\*

## **Refunds**

- All Camps, excursions and incursions are fully self-funded.
- On site activities and incursions at the School will not be refunded in the case of absence or withdrawal.
- One day excursions will not be refunded in the case of absence or withdrawal.
- Tax Deductible Donations are unable to be refunded once an office tax-deductible receipt has been issued.
- Instrumental Music - Where a family has requested a refund for any part of the Instrumental Music levy, consideration will first be given to the costs incurred by the school in planning and arranging Instrumental Music Instruction and the cost of any non-returnable items provided to the student.

To discuss further please contact our Business Manager, Ohlu Wickramaratna on 9347 2022.