

Dear Parent/Carer,

Matthew Flinders Girls is looking forward to a great year of teaching and learning and would like to advise you of Matthew Flinders Girls' parent payment arrangements for 2021.

Matthew Flinders Girls makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

FINANCIAL SUPPORT FOR FAMILIES

At Matthew Flinders Girls we understand that some families may experience financial difficulty so we offer a range of support options, including:

- the Camps, Sports and Excursions Fund (CSEF) (a \$225 payment for eligible students to be used towards college activities fees, camps, sports and excursions).
- State Schools Relief

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

Shelley-Ann Grant Ph: 03 5243 0500 | Email: shelley-ann.grant@education.vic.gov.au

PAYMENT METHODS




MFG School Council makes every effort to keep the cost and number of items that need to be purchased to a minimum and that the costs are affordable for all parents/carers.

Please complete the enclosed payment form and return to the office at your earliest convenience. While payment is not required until the start of the 2021 school year, payments may commence at any time and we would appreciate full payment by 25 February 2021 unless otherwise indicated on the enclosed payment form.

To further assist parents with payments, three payment options have been developed:

- Option A Full amount payable by 25th February 2021
 Option B Term payments to be made by the end of week one each term
 Option C Half yearly payment Term 1 (payable by 25th February 2020) and Term 3 (22nd July 2021)

If you require an alternative arrangement please contact the office.

	<p>You can set up Centrelink deduction out of your regular benefit to go directly to school. This can be done as a once of or regularly.</p>
<p>BPay</p> 	<p>Payment made directly to the school by using your Bpay Biller Code and Reference No. This can be done as a one off or regularly. Your Bpay details can be found on your Family Statement</p>
<p>EFTPOS or Cash</p> 	<p>Paid directly to the office or you can phone in to pay by credit card.</p>

REFUNDS

Essential Student Learning Items:

- Where payment has been received for the essential student learning items and the student is exiting the school, a pro-rata refund dependent on the number of terms the student has been enrolled at the school for may be applicable. For example, a student departing at any point in Term 2 having paid the whole year's fees in advance may be refunded for Terms 3 & 4.
- Students changing subjects may be eligible for a refund for essential student learning items fees if changing between subject units within the first week of the semester. Any changes outside of this timeframe are at the Principal's discretion.
- No refund is available for material kits/material charges where the costs have been incurred for the project or the student has taken ownership of the materials/project, i.e. woodwork, food studies.

Optional Items

- Students withdrawing from camps, excursions and extra-curriculum activities will not automatically be entitled to a refund.
- Refunds will only be processed once all outstanding costs are met.
- A refund (less any non-refundable deposit) may be payable to the parent/guardian if the Principal deems the withdrawal from the activity is due to unavoidable circumstances i.e. illness. Proof may be required e.g. medical certificate.
- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund/credit is able to be given.
- Where there is a combination of a bulk charge and a 'per head' charge for an excursion, incursion or activity, only the 'per head' component may be refunded upon request.

Voluntary Financial Contributions

- Donations and voluntary financial contributions are non-refundable

Processing of Refunds

- If the family has outstanding charges to the school, any refund deemed appropriate will be offset against these outstanding charges.
- When required, payment of refunds will be made via direct deposit into a nominated bank account. No cash refunds will be given.

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

Yours sincerely,

Michelle Crofts
Principal

Georgia Richards
School Council President