

SCHOOL DONATION POLICY

Note:

This policy shall not apply to overseas fee-paying or recognised exchange students.

RATIONALE:

The Long Bay College Board of Trustees acknowledges that the Government Operations Grant is insufficient to meet the normal operational costs of running the College and needs to be supplemented by locally raised funds. Traditionally parents of New Zealand school children have been asked for a school donation to help meet the normal operating costs and/or specific projects.

PURPOSE:

The purpose of this policy is to provide guidelines for parents and set realistic financial objectives to underpin the College's operations.

POLICY:

1. Each year the Board of Trustees will ask families to make a school donation to help finance the total school operations.
2. The amount of the school donation requested will be set annually by the Board of Trustees, prior to Year 9 enrolling dates for the following year.
3. Parents/caregivers will be advised of the non-compulsory nature of the school donation.
4. While it is not normal to return gifts (koha) or donations, refunds will be considered by the Board of Trustees in the following circumstances:
 - a. Non-arrival:
Refund less a \$30.00 administration fee will be made on application.
 - b. Student leaves during Term 1:
Half refund and/or the balance applied to any outstanding subject fees/course costs.
 - c. Student leaves after Term 1:
No refund but may be applied to any outstanding subject fees/course costs.Refunds will be made only on receipt of written application.
5. Students arriving during the year:
 - a. Students arriving during Term 1 and Term 2 will be asked for the whole amount.
 - b. Students arriving during Term 3 and Term 4 will be asked for half the amount.
6. Adult students, whether full or part-time, will be asked for the full school donation.

7. When applying this policy, the Board of Trustees will be sensitive to the financial circumstances of each individual family.
8. The Board of Trustees may, from time to time, request families to contribute towards the financial cost of providing specific school assets.
9. To assist collection and to act as a reminder to parents, the school donation may be included on invoices for subject fees and other debts, but will be removed or apportioned if requested by individual families.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
1/93	1/93	9/2/93	By Joan Titman, Board Chairperson
13/7/99	17/8/99	7/9/99	By Joan Titman, Board Chairperson
1/4/03	3/6/03	3/6/03	By Andrew Stewart, Board Chairperson
11/05	12/05	7/2/06	By Andrew Stewart, Board Chairperson
19/2/08	4/3/08	4/3/08	By Richard Griffin, Board Chairperson
16/3/10		6/4/10	By Richard Griffin, Board Chairperson
15/5/12 to Sub Committee	5/6/12	7/8/12	By Rob Gosling, Board Chairperson
1/9/15	3/11/15	3/11/15	By Robyn van der Sande, Board Chairperson