



TE AWAMUTU COLLEGE PROCEDURE - PAYMENT FOR STUDENT ACTIVITIES

Rationale

The Board of Trustees expects that money for student activities be accounted for.

Purposes

1. To ensure costs of activities are covered.
2. To account for requests for parents'/caregivers' money.
3. To facilitate school accounting procedures and audit requirements.

Guidelines

1. All fee monies are paid to the Student Centre.
2. Fees of \$500.00 and over must have Principal's approval before communication with parents/caregivers.
3. Activities should be costed to cover absenteeism.
4. Assistance can be sought from the Principal/Finance Officer to help students with financial hardship circumstances.
5. Students pay prior to activities. Time payment should be arranged in advance where necessary.
6. An income and expense statement is to be filed with the Finance Officer on completion of fee collection pertaining to Guidelines 2 and 3 above and any school trips.
7. Activities do not proceed unless costs are covered in advance.
8. Students do not subsidise others.
9. Payments collected are held in the School Account.

Conclusion

The Board of Trustees acknowledges the cost to the parents/caregivers of student activities and the need to account for money collected to cover such costs.

N.B: Activity includes EOTC, extra-curricular, course fees and/or costs.

CHAIRPERSON _____ DATE _____

PRINCIPAL _____ DATE _____