



## TE AWAMUTU COLLEGE PROCEDURE - PAYMENT FOR STUDENT ACTIVITIES

### Rationale

The Board expects that money for student activities (not covered by Donations Scheme) 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 fees are paid to the Student Centre.
2. All fees must have Principal's approval before communication with parents/caregivers.
3. Overnight camps and trips should be costed to cover student absenteeism.
4. Assistance can be sought from the Principal/Business Manager to help students with financial hardship circumstances.
5. Students pay prior to overnight camps and trips and extra-curricular activities. Time payment should be arranged in advance where this is made available.
6. An income and expense statement is to be filed with the Business Manager on completion of fee collection pertaining to Guidelines 2 and 3 above.
7. Overnight camps and trips 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 acknowledges the cost to the parents/caregivers of certain student activities and the need to account for money collected to cover such costs.

**N.B: Activity includes overnight camps and trips – accommodation, food and travel; extra-curricular; course fees and/or costs (where there is a “take home component”).)**

CHAIRPERSON

DATE 28/6/2023

PRINCIPAL

DATE

27/6/23