SECRETARY’S INSTRUCTION

NO 9 FOR SCHOOL LEVIES AND CHARGES

Statement

This Secretary’s Instruction authorises Principals to impose levies in respect of incidental costs and expenses incurred in providing educational instruction, and charges for activities which are in addition to normal educational instruction at their school. This Secretary’s Instruction provides direction for Principals when setting and implementing levies and charges for their school.

Date published: August 2019
Secretary’s Instruction No 9 for School Levies and Charges

I, Tim Bullard, being the Secretary, Department of Education, make the following instruction for the purpose of sections 138-139 of the Education Act 2016.

1. Purpose

1.1 The purpose of this instruction is to:

a. authorise Principals to impose levies in respect of incidental costs and expenses incurred in respect of providing educational instruction

b. authorise Principals to impose charges for activities that are in addition to normal educational instruction at their school.

 c. provide direction for schools when setting and implementing levies and charges.

2. Scope

This instruction applies to all State schools. This instruction comes into effect on 20 August 2019.

3. Instructions

3.1 A Principal is authorised to impose:

a. levies in respect of incidental costs and expenses occurred in providing normal educational instruction;

b. charges for activities which are in addition to the normal educational instruction at that school.

3.2 A Principal must:

a. ensure that a School Levies and Charges Policy for their school is developed in accordance with this Instruction and the Department of Education School Levies and Charges Procedure

b. ensure that a student is not prevented from participating in activities due to the non-payment of levies

c. set levies at the minimum amount possible

d. develop a school policy regarding flexible payment options and provide parents with the opportunity to negotiate payment arrangements

e. ensure that their school does not directly utilise debt collection services.

3.3 A Principal is to consider community expectations, family financial constraints and inclusive education when determining the cost of school items and activities.

4. Definitions

| Normal educational instruction means | Educational instruction that is required to complete any subject or course that students undertake through a State school. This does not include educational instruction that |
occurs during optional activities that are not required to complete a subject or course.

Table 1: Definition of terms

Please refer to the online version (Doc ID: TASED-1797567314-8191) located in the Department’s Document Centre to ensure this is the most recent copy.

5. Details

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<thead>
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<th>Secretary Authorisation:</th>
<th>Tim Bullard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date authorised:</td>
<td>14 August 2019</td>
</tr>
<tr>
<td>Contact Officer Business Unit:</td>
<td>Financial Services unit</td>
</tr>
<tr>
<td>Contact Business Unit email:</td>
<td><a href="mailto:Fin.Serv@education.tas.gov.au">Fin.Serv@education.tas.gov.au</a></td>
</tr>
<tr>
<td>Date document was last reviewed:</td>
<td>13 August 2019</td>
</tr>
<tr>
<td>This document replaces:</td>
<td>DOC/17/105871</td>
</tr>
<tr>
<td>TRIM Reference Number:</td>
<td>DOC/19/130284</td>
</tr>
<tr>
<td>Key Words:</td>
<td>FEES, LEVIES, LEVY, CHARGES, PAYMENT, COSTS, TUITION</td>
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Table 2: Details of document authorisation

6. History of Changes

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<td>20 August 2019</td>
<td>13 August 2019</td>
<td>3</td>
<td>Statement and Purpose amended to strengthen alignment with the Education Act 2016 3.3 Amended instruction to be directory 4. Definition of ‘normal educational instruction’ amended to reflect policy position on the application of per-subject charges</td>
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Table 3: History of document changes
Please refer to the online version (Doc ID: TASED-1797567314-8191) located in the Department’s Document Centre to ensure this is the most recent copy.