PARENT PAYMENT ARRANGEMENTS 2027

Dear parent/guardian

Officer Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions for 2027.

This letter provides you with information about voluntary contributions you can make to support Officer Secondary College for 2027, and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Officer Secondary College offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact the Business Manager, Eleonore Wolske on 03 5942 4000 or officer.sc@education.vic.gov.au .

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 5942 4000. An interpreter can help you speak with us. This service is free. For more information, please see How to use an interpreter to contact your school.
For more information on the Department of Education's Parent Contributions policy please see the information attached. You can read the full policy at Parent Contributions: Policy | education.vic.gov.au.

Yours sincerely

Beau Rawlyk
Principal

Sarah Moore
College Council President

Voluntary contributions

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

Voluntary Contributions	Suggested Amount	**Amount Chosen**
Voluntary contributions to enhance our school's range of programs, resources and environment	$400.00	
***Total Amount of this section – if you choose to support the College Voluntary Contribution Plan**	**$400.00**	

*Please refer to the DE Parent Payment Policy one-page overview

Extra-Curricular Items and Activities

Officer Secondary College offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below).
Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- class photos
- social events like formals.

We have provided confirmed or indicative costs of known extra-curricular items and activities below. Payment for extra-curricular items and activities with a confirmed cost can be made now or later. Payments can also be made via instalment. Please contact the school for advice on financial help available for extra-curricular items and activities.

Extra-Curricular Items and Activities	**Indicative Cost**
College Yearbook	$30.00
Annual Sporting Carnivals (whole school transport) – CSEF is applicable	$30.00
High Achievers Program (HAP) – includes specialised excursions and activities, workshops, specialised equipment and materials, and is payable upon acceptance of offer and is run across years 7 to 9	$400.00
Year 7 Transition Camp – Forest Edge: this transition camp provides a beneficial experience for your child at the commencement of their high school years. All students are expected to attend; students who do not attend are not required at school during the camp week, as all year 7 staff are based at the camp with the students. CSEF is applicable.	$360.00

Year 8 City Experience – a series of events that allow students to navigate around their community and connect with their peers. Cost is indicative, subject to change, and is invoiced per event. CSEF is applicable.	$100.00
Year 9 Camp – Gold Coast experience; cost is indicative and subject to change. CSEF is applicable.	$1,600.00
Year 10 Formal – cost is indicative and subject to change (CSEF cannot be used for this event).	$200.00
Year 10/11 camp – Sydney experience, cost is indicative and subject to change. CSEF is applicable.	$1,800.00
Year 11/12 Presentation Ball – cost is indicative and subject to change. change (CSEF cannot be used for this event).	$400.00
Year 12 Varsity Jacket – cost is indicative and subject to change	$200.00
Interschool Sports program – CSEF applicable	Price per event
Excursions, incursions and events – CSEF applicable	Price per event

Book list items

You can choose to buy learning materials for your child to individually use and own. These items can be bought from any supplier.

Officer Secondary College has an arrangement with the following suppliers for the materials that you can buy

- **Campion Books:** please see the Campion booklist which provides details on all the textbook, stationery and digital subscriptions your child requires

If you do not buy these items, your child will still be provided with what they need, however they may not be provided with these items to own, or keep, or on an individual basis. If you wish to buy items through the supplier, please contact the suppliers via the links that have been provided directly to families.

Digital Devices

Officer Secondary College uses digital devices to support learning. You are able to buy a device for your child to own. If you do not buy a device, your child will be provided with access as they need for their learning, but it may not be one-to-one, to take home, or to keep.

You can find information about the digital devices our school recommends, including minimum device specifications, by contacting eduNet via the information provided directly to families.

Financial Help For Families

Officer Secondary College understands that some families may experience financial difficulty and hardship. We offer a range of support options, including regular or personalised payment plans for extra-curricular items and activities, second-hand book sales and uniform items through the parent body, access to CSEF, State Schools Relief (including a uniform package and hardship support packages) day user access to netbooks, and connections to external providers such as Saver Plus programs, Ed Start or 4Cs.

- Camps, Sports and Excursions Fund – this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis.
- Affordable School Uniforms - delivered by State Schools Relief, this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.
- SaverPlus – this organisation provides support for families through a partnership between ANZ Bank and Brotherhood of St Laurence. Please contact 1300 610 355, you can email them at enquiriessp@berrystreet.org.au or visit their website for more information: https://saverplus.org.au/

For a confidential discussion about accessing these services you can contact the Administration team at the College on 03 5942 4000, or if you would like to discuss an alternative payment arrangement you can email the Executive Business Manager, Eleonore Wolske, at officer.sc@education.vic.gov.au . All financial discussions will be kept strictly confidential.

Payment Methods

Our payment options for the voluntary contributions for your convenience are listed below:

1. Options for payment in full before **04 December 2026** can be made using Compass, cash or credit card; after this date we can only accept full payment via Compass
2. Compass instalment plan using a valid credit or debit card, for the following payment dates:
   04 December 2026 15 January 2027 12 February 2027 12 March 2027
3. Personalised payment plans via Compass can be arranged by contacting student accounts at the College on studentfinances@officersc.vic.edu.au .

If you want to make voluntary contributions throughout the year, you can:

- Decide when to make each contribution
- Choose the amount of each contribution

If you want to pay for extra-curricular items and activities through instalments, you can do so by setting this up in Compass, and ensuring that payment is received in full no later than the due date that has been notified.

Refunds

Officer Secondary College uses Compass to collect monies for all contributions. Compass records accurately reflect the contributions that families will make. So that we can accurately track the payment that you make, in the event of a family requiring a refund or credit, we strongly recommend that you use this method to make all of your payments to the College.

Parent requests for refunds are subject to the discretion of the College and are made on a case-by-case basis through communication with the Business Manager, notwithstanding the information provided below. It is strongly recommended that all contributions are paid through Compass. Compass records accurately indicate where your payment has been allocated. Refunds will be provided where the College deems it reasonable and fair to do so, taking into consideration

- Whether a cost has been incurred
- Whether a non-refundable deposit has been paid
- Whether the payment is deemed a voluntary contribution and where there is a record in Compass of the payments that you have made
- The Department of Education's Parent Contributions policy and guidance
- Financial Help for Families policy
- Any other relevant information

As Voluntary contributions are considered voluntary by DE, refunds will not be considered after the school year has commenced. Voluntary contributions will be refunded where the student has not commenced, at the discretion of the College.

Extra-curricular activities and camps

- Camps are fully refundable if a deposit is paid in the preceding school year, and the operator's deadline has not passed, ***and*** the student does not commence at the College.
- All camps incur a non-refundable deposit in accordance with the operator's terms and conditions.
- If your child does not attend a camp which you have paid in full, you may be required to provide a medical certificate outlining the medical event to enable a partial refund (minus the non-refundable deposit) to be provided. Refunds for change of mind will not be considered.
- Camp refund requests which occur after the operator's deadline has passed may not be possible and are subject to any outlay that the College has been required to pay.
- Officer SC reserves the right to cancel a camp due to lack of numbers, or inability to meet the minimum number requirements; the College will provide a full like for like refund to families who have paid, minus any retention held by the operator if a deposit has already been paid and the deposit deadline has passed.
- Account credits cannot be refunded in cash, and will instead be credited to the family account of the original payee, for use against other fees, charges or events, at the discretion of the College.
- CSEF funds used to pay for camps are credited back to the student account, in the event of a camp cancellation by the college. CSEF funds cannot be refunded directly to a family, and in the event that a student is unable to attend, it may not be possible to credit these funds back to the student account, dependent on the financial outlay already incurred
- Excursions and incursions will only be refunded if there has been no cost incurred by the College with the operator. Refunds for change of mind will not be considered.

Request for refunds should be made in writing addressed to the Business Manager and sent to officer.sc@education.vic.gov.au . Supporting documentation (medical certificates, etc.) may be required in the event of a camp or excursion refund. All decisions will be final.

Parent Contributions policy

Information for families

FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.

FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

Voluntary contributions	Tax deductible contributions
Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools	Used towards building and/or library fund (for those schools who have such funds)

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought or provided from home, schools will provide students with free access to what they need for curriculum delivery.

FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Schools must publish their Parent Contributions arrangements on their school website, along with a link to the department's Parent Contributions policy.