



**Student Name:**

**Year 12 2026  
Parent Payment  
Contributions Booklet**

Dear Parent/Guardian

Somerville Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the college's voluntary and extra curriculum financial contributions for 2026.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary under the categories of Curriculum Contributions and Other Contributions. However, under the category of Extra Curricular, please be aware that charges are provided on a user-pays system to enable us to enhance and broaden student experiences. The ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support - this makes a huge difference to our school and the programs we can offer.

As can be seen over the last few years, we have invested heavily in our college facilities, and in our staff and students. We continue to do this as we truly believe our students deserve the best possible opportunity to thrive and pursue their wide range of passions in state-of-the-art facilities as they move through our college and onto the next chapter of their lives.

We have also invested heavily in extra-curricular activities and wellbeing programs, as we know the importance of supporting students with their physical and mental health. Even though the categories of Curriculum Contributions and Other Contributions are voluntary, any extra funding we receive enables us to provide the best possible opportunities for our students. Somerville Secondary College is an inclusive school where every child is supported and provided for. Your support has allowed us to create this environment in our college and the resources required.

As we head into the future, we will continue to build our state-of-the-art educational program and the resources required to operate at this level. Your continued support will allow us to provide the latest programs and equipment as we move forward.

#### **FINANCIAL SUPPORT FOR FAMILIES:**

Somerville Secondary College understands that some families may experience financial difficulty and offers a range of support options including:

- The Camps, Sports and Excursions Fund (CSEF).
- State Schools Relief.
- Payment plans for Extra-Curricular Items and Activities.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Lisa Jansens, Business Manager, 03 5973 1000.

For further information on the Department's Parent Payments Policy please refer to the Department of Education (DET) parent payments one-page overview, included in this booklet.

Yours faithfully,



SARAH BURNS  
College Principal

ERICA BRADY  
College Council President

## CURRICULUM CONTRIBUTIONS

Subject/Elective	Curriculum Contribution	Extra-curricular Items (User Pays)	Total Curriculum & Extra-Curricular Contribution
Foundation Maths Unit 3 & 4 Basic class materials to run the program. E.g. coloured poster paper(\$20), materials for cooking class: \$50	\$20.00	\$50.00	\$70.00
Vocational Major - Literacy Unit 3& 4 Basic class materials to run the program. E.g. coloured poster paper, materials for painting: \$20	\$20.00	\$0.00	\$20.00
Vocational Major - WRS Unit 3 & 4 Basic class materials to run the program. RSA Course (\$110)	\$10.00	\$110.00	\$120.00
Vocational Major -PDS Unit 3 & 4 Basic class materials to run the program. E.g. coloured poster paper, materials for flashcards: \$10 Locked in Escape Room (\$50)	\$10.00	\$50.00	\$60.00
<b>Sub-Total</b>	<b>\$60.00</b>	<b>\$210.00</b>	<b>\$270.00</b>

OTHER CONTRIBUTIONS (Non-Curriculum Items AND Activities)		Total Other Contributions
<b>Online Subscriptions</b> • Compass Access (\$15), Library Systems (\$5), IT Security & Support (\$80).	\$100.00	\$100.00
<b>Compass Student ID Card</b> • Compass / PTV Student ID Card	\$5.00	\$5.00
• <i>Printing and photocopying of worksheets and learning materials.</i>	\$110.00	\$110.00
<b>Somerville Curriculum Enhancement</b> • Supports the College purchasing equipment & items that enhance the programs offered at the college.	\$120.00	\$120.00
<b>First Aid Equipment</b>	\$20.00	\$20.00
<b>Enhanced Wellbeing Support</b>	\$20.00	\$20.00
<b>Library Fund</b> • Contribution to support book purchases & other equipment that sustain the library as a valuable resource.	\$20.00	\$20.00
<b>New College Bus</b> Contribution to support the college's purchase of a new school bus.	\$20.00	\$20.00
<b>Building and Grounds Fund</b> • Contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$40.00	\$40.00
<b>Total Other Contributions</b>		<b>\$455.00</b>

## Excursions/Incursions and Camps will be charged on Compass Pay “as you go” through the year

### Indicative Costs for camps, excursions and Incursions.

- Charged during the year via Compass Pay/Events. - (Note: the costs for these camps, excursions and incursions are additional to curriculum contributions above.)
- CSEF may contribute to some of these activities - if your child has a CSEF credit balance, the cost of CSEF applicable events/activities will be adjusted accordingly.

***If your child has a CSEF credit balance the cost of your child's events will be reduced accordingly. When you consent to this event you are consenting to the application of your child's CSEF as payment for this event.***

Extra-curricular Activity/Excursion	Amount
Vocational Major - WRS Unit 3 & 4 Excursion	\$120.00
Vocational Major -PDS Unit 3 & 4 Excursion	\$105.00
Vocational Major - Literacy Unit 3& 4 Excursion	\$50.00
Foundation Maths Unit 3 & 4 Excursions	\$35.00
<b>Total Extra-curricular Activities/Excursions</b>	<b>\$310.00</b>

## Payment Plan - Curriculum and Other Contributions

Category	Total Amount Owing
Curriculum Contributions/Extra Curricular Items	\$270.00
Other Contributions	\$455.00
<p><i>If your family account has a credit balance shown on the statement, the cost of curriculum and extra-curricular items has been reduced accordingly in compass.</i></p> <p><i>If you are not happy to have your credit balance automatically allocated please contact Stacy via email <a href="mailto:somerville.sc@education.vic.gov.au">somerville.sc@education.vic.gov.au</a></i></p>	
<b>Total Charges for 2026</b>	<b>\$725.00</b>

### PAYMENT OPTIONS TO COVER CURRICULUM AND OTHER CONTRIBUTIONS

Payment options available commencing **28 November 2025** (via Compass). The college will be utilising the Compass Billing module for payments. The Parent's Guide to Compass Billing is included in this booklet.

- \$725.00** to be paid in full on 28 November 2025.
- \$145.00** equals 5 Monthly instalments commencing 28 November 2025.
- \$72.50** equals 10 fortnightly instalments commencing 28 November 2025.
- \$36.25** equals 20 weekly instalments commencing 28 November 2025.

**NOTE:** If you do not wish to use Compass Billing, we offer Centrepay (if you are in receipt of Centrelink payments) or direct deposit payments, please contact the office on 5973 1000 to discuss these alternative payment options and timelines.



## BOOKLIST – CAMPION BOOKS

- Families will be provided with a separate booklist which outlines the stationery, art supplies and books that students will need for the start of the year.
- Families will be notified via Compass post on the **19 September 2024** with details on how to order via Campion
- There is no obligation for families to purchase these items from Campion. You may source the stationery from any store as well as purchase novels second hand via the sustainable school shop if other families are selling

## SUSTAINABLE SCHOOL SHOP – 2<sup>ND</sup> HAND ITEMS

We are delighted to inform you of the school's new initiative to provide parents with the ability to trade these second-hand items via the Sustainable School Shop website. [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)  
Results from other schools have been excellent - families have enjoyed a very comprehensive and convenient method of buying and selling second-hand items.

For the best results:

- Register on the Sustainable School Shop website and nominate the school
- A subscription to the service will be provided to you
- List your items for sale
- List wanted ads for those items you are looking to buy
- The school's uniform and book lists are loaded into the system to make listing ads easy
- The system matches the ads of buyers with sellers and notifies the buyer via email
- Buyers contact sellers and arrange where and when to trade
- Most trading will occur with other parents from our school
- Parents are well supported via Sustainable School Shop's telephone (0438 743 444) and email help line
- The system is simple and easy to use - If you don't have a computer, internet access or an email address, please call the Sustainable School Shop for assistance
- You can pre-arrange the transaction and then trade after the texts are not required.

**The college is providing this service so there is no cost for families. Each family that registers on the Sustainable School Shop will be provided a subscription to the service.**

## REFUND POLICY

- Parent requests for refunds are subject to the discretion of the school and made on case-by-case basis.
- Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred. This applies in all circumstances including illness with a medical certificate.
- Any refund requests must be made in writing.
- Advice regarding refunds will be provided once all supplies have been paid and reconciliations have been completed. Please note that this could take approximately 30 days.
- The Refund Policy was endorsed by school council in February 2024.

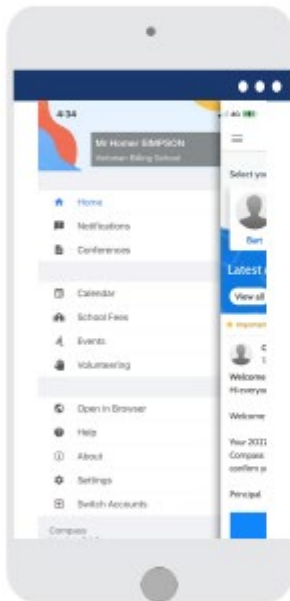
# A Parent's Guide to Billing

A step by step guide to take you through paying your school contributions through the Compass App or Browser.



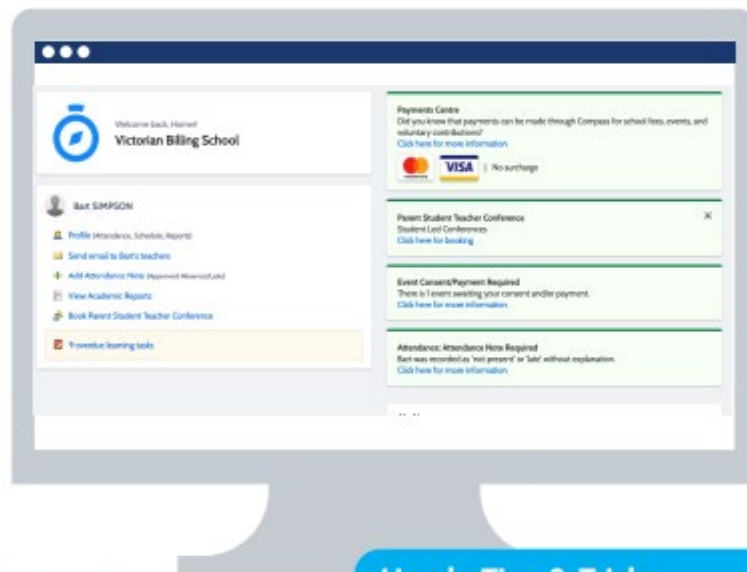
## Compass App

- ✓ Click the 'Payment Centre' Banner on your Home Page & select School Fees



## Web Browser

- ✓ Select 'School Fees' from the 3 Bars / Side Menu



### Goodbye cash handling!

The Compass Payments Centre allows you to pay anytime, anywhere - reducing foot traffic and contact in the school office.



### Handy Tips & Tricks

- ✓ You can access your payment history via Cog icon > My Payments.
- ✓ All transactions will send a receipt to your email.
- ✓ Access your Events & School contributions all in the one place.
- ✓ Chip away at your fees, whenever suits you.
- ✓ Choose from a number of instalment options

# A Parent's Guide to Billing

## Complete your Contributions

Each contribution/payment will detail whether this is a standard or donation fee, and can be adjusted, to chip away at each amount.

You'll always be able to access Payments Centre, so you can come in and pay again at any time, anywhere.



**SCHOOL FEE**  
2022 School Payments

**2022 School Payments**

**Our Parents and Carers,**

High School is proud to offer a range of exemplary curricular and co-curricular programs to students across the school. While the financial resources available are finite, we are committed to ensuring that all students have access to the same quality of education. We are committed to providing a high quality education for all students, and we are committed to ensuring that all students have access to the same quality of education. We are committed to providing a high quality education for all students, and we are committed to ensuring that all students have access to the same quality of education.

**Parent Payment Policy**

The Department of Education and Training (DET) Parent Payment Policy provides advice on the different types of payments that schools may request from parents and carers. This policy is designed to ensure that schools are transparent about the different types of payments that they request from parents and carers, and to ensure that parents and carers are able to understand the different types of payments that they request from parents and carers.

**Financial help arrangements**

High School offers a range of financial help arrangements to support students who are experiencing financial hardship and are unable to make the parent payment. We will provide a range of financial help arrangements to support students who are experiencing financial hardship and are unable to make the parent payment. We will provide a range of financial help arrangements to support students who are experiencing financial hardship and are unable to make the parent payment.

**Course Confirmation**

We use parents and carers to confirm enrolment through the course confirmation process by Monday 16 November 2021 via the online portal. The Principal and the Business Manager are available to you with a discussion via further contacting payment. The High School Curriculum Manager and Health Care are your contact point.

Yours sincerely,  
Principal

Item	Amount (AUD)
Curriculum Costs	500
Library Donation	200
Building Donation	100
Food Technology	80
Building Fund	190

**2022 School Payments**

**Course Confirmation**

We ask parents and carers to confirm enrolment through the course confirmation process by Monday 16 November 2021 via this online portal.

The Principal and the Business Manager are available if you wish to discuss any matters concerning payment. The High School Council relies upon and thanks you for your continued support.

Yours sincerely,  
Principal

Item	Amount (AUD)
Curriculum Costs	500
Library Donation	200
Building Donation	100
Food Technology	80
Building Fund	190

Next

## Choose your Payment Method & process payment

Once you're happy with the amount chosen, you can choose to pay in full or via instalments.

You'll see the instalment options set up by the school - with the relevant dates and charges. This will direct debit your card on those given dates.

**Payment Method**

New credit card

Card number: [REDACTED]

Full name: [REDACTED]

MM / YY: [REDACTED] Exp: [REDACTED]

Save this card

**Payment**

Total of all charges (inclusive of discounts)	\$2,100.00
Less amount already paid	-\$700.00
Balance	\$1,400.00
Amount to pay	\$320.00

Pay in full now  
 Pay in instalments

Four Payments

Your card will be billed on these dates

Due on 15 November 2021	\$80.00
Due on 15 December 2021	\$80.00
Due on 15 January 2022	\$80.00
Due on 15 February 2022	\$80.00

Process

We use CompuPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button on the right, you agree for your credit card to be charged by CompuPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled orders will be made to your CompuPay Balance regardless of original method of payment. This payment and use of the website is in alignment with the CompuPay School Manager terms and conditions of use available at <http://compu-pay.com/au>.

**Confirm and Pay**

**Payment**

Total of all charges	\$1,000.00
Less amount already paid	-\$500.00
Balance	\$500.00
Amount due	\$1,070.00

Pay in instalments

Four Payments

Your card will be billed on these dates

Mon, 15 Nov 2021	\$267.50
Wed, 18 Dec 2021	\$267.50
Sat, 15 Jan 2022	\$267.50
Tue, 18 Feb 2022	\$267.50

Process

We use CompuPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button on the right, you agree for your credit card to be charged by CompuPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled orders will be made to your CompuPay Balance regardless of original method of payment. This payment and use of the website is in alignment with the CompuPay School Manager terms and conditions of use available at <http://compu-pay.com/au>.



# PARENT PAYMENTS POLICY



## FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



## PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

<b>Curriculum Contributions</b>	<b>Other Contributions</b>	<b>Extra-Curricular Items and Activities</b>
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



## FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



## SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.