

# **INTEGRATED COLLEGE DUNGANNON**



## **CHARGING AND REMISSIONS POLICY**

**Reviewed by the Principal: January 2023**

**Agreed by Governors: 8<sup>th</sup> February 2023**

## **INTEGRATED COLLEGE DUNGANNON**

### **CHARGING AND REMISSIONS POLICY**

Education in Integrated College Dungannon is provided free for all lessons and activities which are connected with the student's entitlement under the Education Reform Order 1989.

The Governing Body reserves the right to make charges and to seek voluntary contributions.

#### **1 CHARGING AND REMISSIONS GUIDELINES**

Charges may be made for:

##### **a) Educational Visits in School Hours**

The board and lodging element of the following residential activities deemed to take place within school hours: sports, outdoor pursuits, musical, cultural and historical visits.

##### **b) Optional Visits and Activities**

Parents will be asked to pay for the cost of optional visits and activities which are not connected with the College's formal curriculum, such as theatre visits and some out-of-college activities. We stress that these activities are additional to the curriculum and should not affect the student's education required in the NI Curriculum.

##### **c) Individual Instrumental Tuition**

Tuition will commence only when fees are paid.

##### **d) Charging in Kind**

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Technology, Home Economics, Art & Design.

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

##### **e) Examination Fees**

Where a former student has **not** been prepared for an approved public examination by the College, the Governing Body will make a charge for the cost of entering the student for the examination, as they can for entries to non-approved examinations whether or not prepared by the College.

Where a current student is resitting an examination, this cost will be met by the student.

Where a current student fails to sit an examination, without due cause, their parents or guardians will be required to pay the full cost of the qualification to the College.

**f) Equipment on Loan**

Where a laptop, Chromebook or other valuable piece of electronic equipment is being loaned to a student, a refundable deposit of £50 must be paid to the College in order to approve the loan agreement. This deposit is refundable on return of the loaned item and after an inspection of its condition. (See Appendix 1)

**2 REMISSIONS****a) Cost of Board and Lodging**

Where the parents of a student are in receipt of Income Support, Family Credit or Job Seekers Allowance, the Governing Body may remit up to the full the cost of board and lodging for any compulsory residential activity that it organises for the student if the activity is deemed to take place within College hours or where it forms part of the syllabus for an approved public examination or the Northern Ireland Curriculum.

**b) Other Charges**

There may be cases of family hardship which make it difficult for the students to take part in particular activities for which a charge is made. Parents may apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Principal in consultation with the Chairperson of Governors.

**3 VOLUNTARY CONTRIBUTIONS**

In order to enable the College to provide educational visits, the College will appeal to parents for voluntary donations. However, students who are unable to pay, may, in certain circumstances and at the discretion of the Principal, still be permitted to participate.

**4 DAMAGE TO COLLEGE PROPERTY**

Where loss or damage to College property, including textbooks, occurs as a result of a student's behaviour, the College will require the parents to pay the costs of repair or replacement.

**APPENDIX 1**

---

**Integrated College Dungannon  
Mobile Device & IT Equipment Loan Agreement**

---

**DETAILS TO BE COMPLETED BY ICD IT COORDINATOR:****STUDENT TO WHICH THE EQUIPMENT IS LOANED**

NAME:

CLASS:

HOME ADDRESS:

**RESPONSIBLE PERSON (PARENT/GUARDIAN/CARER):**

NAME:

ADDRESS (if different from above):

RESPONSIBLE PERSON'S EMAIL ADDRESS & CONTACT TELEPHONE  
NUMBER:**DEPOSIT PAID: YES / NO      £50 OR OTHER AMOUNT (specify):**

DATE PAID:

**Please note that the College requires all Students and their Parents / Guardians / Carers to sign the "ACCEPTABLE USE POLICY ON ICT, MOBILE DEVICE AND ONLINE REMOTE LEARNING" at the start of each academic year. A copy of this Policy is attached at Appendix 2.**

**DETAILS OF SPECIFIC IT EQUIPMENT LOANED**

IT Equipment Name:

IT Equipment Serial Number:

Condition of Equipment and description of any visible marks or defects at the time of  
loan:

**TERMS AND CONDITIONS COVERING THE LOAN OF THE IT EQUIPMENT  
LOANED**

Integrated College Dungannon (also referred to as ICD or the College in this Agreement) has agreed that that the identified IT Equipment detailed in this Loan Agreement will be loaned to you for educational benefit for a period initially from..... to  
.....

This Loan is subject to review on a regular basis, and can be withdrawn by ICD at any time. ICD also reserves the right to substitute the IT Equipment at any time if necessary.

As the Responsible Person to whom IT Equipment has been loaned, you have read and agreed to the following terms and conditions:

1. The IT Equipment remains the property of ICD and has been loaned for the sole purpose of assisting in the delivery of the College curriculum to the Named Student.
2. When the term of this Agreement ends, you as the Responsible Person will return the IT Equipment to the College Contact by a specified time and in a specified manner.
3. You should return the IT Equipment to the College Contact in the same condition as you received it excepting for reasonable wear and tear.
4. You should return the IT equipment in person so that it can be inspected by the College for any visible damage. If no damage is found, the Deposit paid by you will be returned to you following inspection. However, if any damage is found, the College reserves the right to use the deposit monies towards the cost of repairing the device if such cost exceeds the amount of deposit paid (see clause 17).
5. Any change of home address by the Named Student must be notified to the College Contact without delay.
6. The IT Equipment and the connectivity equipment must not be used for any illegal and/or anti-social purpose.
7. The IT Equipment may be used by other family members whilst supporting the Named Student's education but must not be used for any other activities unless otherwise approved by the College. On no account must the IT Equipment be used by anyone else or be allowed to go out of the possession of the Responsible Person or Named Student.
8. As the Responsible Person you must ensure that:
  - a. The Named Student and any permitted family user supporting the named Student's education treats the IT Equipment with appropriate care and the IT Equipment is maintained in good condition.

- b. The IT Equipment is not left unattended without being stored securely.
  - c. The Named Student and any permitted family user avoid food and drink near the IT Equipment.
9. ICD cannot accept responsibility for the loss of work in the event of the IT Equipment malfunctioning.
10. It is the responsibility of the Named Student to back-up their work regularly.
11. You must only use software licensed, authorised or installed by the College or by ICD through C2k.
12. Anti-Virus software installed by the College through C2k must not be uninstalled.
13. There may be occasions when ICD will need the IT Equipment to be returned to the College for upgrades and maintenance. Please note that because of these upgrades, it may be necessary to completely remove all information contained on the IT Equipment. ICD cannot be held responsible for the loss or damage of any data on the IT Equipment during this process. The IT Equipment must be returned to the College without unnecessary delay by the Responsible Person as and when requested.
14. During the upgrade and maintenance process, technical members of ICD may view data or programmes on the IT Equipment. You will be held responsible for ensuring the use of the IT Equipment is in accordance with the College's "ICT, Online Learning and Mobile Device Acceptable Use Policy", a copy of which is attached at Appendix 2. You may want to remove personal data from the IT Equipment before its return.
15. All technical support and maintenance issues must be raised with the College Contact initially without unnecessary delay.
16. If the IT Equipment is stolen, you must immediately report it to the Police and get a crime reference number. You must immediately report this to the College Contact.
17. If the IT Equipment is accidentally damaged, you must immediately contact the College Contact and the equipment presented for examination. You must not arrange to have repairs undertaken elsewhere. The College will do its best to repair the damage. If this is not possible, replacement will be considered on a case by case basis. If this damage is not the result of normal wear and tear, you will be liable to reimburse ICD for any reasonable repairs and labour costs. ICD reserves the right to use part or all of the Deposit paid towards the repair costs.
18. As the Responsible Person you must ensure that the external face of the equipment provided is not decorated or changed in any way, including affixing stickers.

19. Reasonable health and safety precautions should be taken when using the IT Equipment. The College is not responsible for any damage to person or property resulting from the IT Equipment loaned.
20. The College is not responsible for any costs resulting from the use of the IT Equipment and the connectivity equipment, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the College.
21. The College is not responsible for any broadband charges incurred by the Named Student or any permitted family user of the IT Equipment accessing the internet from any site other than College premises are not chargeable to the College.
22. You will ensure that any internet access using of the IT Equipment at home is for an appropriate educational purpose.
23. All information and supporting documentation supplied by you with this Agreement will be used for the sole purpose of providing the IT equipment. Your IT Loan Agreement and related information will be held and maintained by the College in accordance with the provisions of Data Protection legislation. The data will not be passed to any other third party without your consent, except when the College is required to do so by law.
24. By accepting the IT Equipment, you are confirming that you and the Named Student have read the Named Student's Terms and Conditions of Usage of the Loaned IT Equipment set at Appendix 1, and the College's Acceptable Use Policy on ICT, Mobile Device and Online Remote Learning set at Appendix 2, and that you agree to it.

The College reserves the right not to replace a lost or damaged device.

**I, the Responsible Person (Parent/Guardian/Carer) have read this Loan Agreement and agree to be bound by the terms and conditions set out in it.**

**I also confirm that the IT device is in good working order on the day it is loaned to the Named Student, and that the condition of the device at the start of the loan period matches the description given on Page 1.**

Name of Responsible Person:

.....

Signature:

Date: