



Non-government school payments

The Australian Government provides significant recurrent school funding to support students at non-government schools. Funding is provided under the *Australian Education Act 2013*. This is a general guide on how the Department of Education, Skills and Employment (the department) provides funding for non-government schools.

How does the Commonwealth pay schools?

Commonwealth school funding is calculated for a school on a calendar year basis. This funding is provided to the approved authority which is responsible for the administration and operation of the school. Legislation requires school payments to be made to approved authorities via the state or territory government where the school is located.

Please note: States and territories have their own processes and timeframes for passing payments on. The department is unable to advise when your state or territory will pass a payment on.

When are school payments made?

Standard non-government school payment arrangements are:

Month	Amount	Basis of calculation
January	50 per cent advance of the estimated entitlement for the school year	Previous year student numbers (from last year's Census), with this year's CTC and SRS amounts.
July	75 per cent advance of the estimated entitlement for the school year (less funds already paid) Note: For schools where entitlement does not change from the January estimate, this is 25 per cent.	
October	100 per cent of the actual entitlement for the school year (less funds already paid)	Current year student and funding information (from this year's Census and other data sources)

Occasionally, the department determines that individual school should have a different payment schedule (for example through quarterly or monthly instalments). Approved authorities will be advised if this occurs.

Unscheduled payments

Ad hoc (top-up) payments for schools may happen if there is a change to a school's current or previous year's entitlement. There are many situations when this may occur, common examples include:

Situation	Consequence	Payment timing
A school is approved to deliver an additional year level	The change in students and/or characteristics increase a school entitlement	Payment generally made up to six weeks following department approval of the change
A new school location (campus) opens		
A school has more students than last year and needs additional up-front funding		

Recovery of overpayments

There are also situations when a change decreases a school's current, or previous year entitlement, common examples include:

Situation	Consequence	Recovery timing
School census in August identifies a large <u>drop in enrolments</u> compared to previous year	October payment may be less than school expects	N/A
	If current year entitlement is less than 75 per cent of last year, school may have already been overpaid	If overpaid, no October payment will be made, with recovery to come from payments in future years.
	If a school is found to have been overpaid by a significant amount	Overpayment is offset from future payments
<u>Census Post Enumeration</u> (PE) finds a change to funded student characteristics (ie. NCCD students with disability change from Substantial to QDTP) which reduces a school's entitlement	If a school is found to have been overpaid	Overpayment is recovered as a single or multiple number of offsets from future payments, depending on the amount overpaid
	If a school is found to have been underpaid	Payment may be made up to 6 weeks following processing of PE changes

If a school is aware their actual entitlement is likely to significantly decrease from the estimated amount (i.e. following a decrease in enrolments) then an Approved Authority Representative **must contact the department immediately** to discuss options using the contact details provided below

Other changes which may affect funding

Situation	Payment timing
Changes to a school community's capacity to contribute (CTC) to the ongoing costs of running the school*	Applied to the January payment as determined for a school (at the end of the previous year) following the Student Residential Address Collection
Changes to the number of students in the first and second Socio-Educational Disadvantage quartiles	<i>Early in the year</i> Prior year values are used to estimate the school's likely funding entitlement
Changes to the number of students with Language Backgrounds other than English	<i>From October that year</i> Current year values are used to calculate a school's actual entitlement

* CTC does not apply to government schools, special schools, special assistance schools, Majority Aboriginal and Torres Strait Islander schools, or sole-provider schools.

How to access payment and funding information?

School payment documents (detailing school entitlement calculations, payment and GST information) are available, on demand, to staff with *Approved Authority Representative* or *Finance Officer* access in [SchoolsHUB](#).

Current student and school entitlement information is available through the *Online Estimator* in the "Finance" tab. The Online estimator is also available for schools to identify the potential effect of student and school changes on funding, to help schools understand the impact changes in student numbers and characteristics will have on funding calculations.

Historical funding and payment documentation is also available through the *Downloads* section of the "Finance" tab.

Want more information?

Visit the Help and Support sections of [SchoolsHUB](#) for more information on recurrent funding, managing your organisation, and upcoming data collections.

A range of other information about Commonwealth school payment arrangements is available on the Department's [Quality Schools Package Website](#).

We're here to help

If you have questions about school payments, contact us by:

- email at schools@dese.gov.au
- phone on 1800 677 027
- or send us a support request through [SchoolsHUB](#)