



## Gift Acceptance Policy

**Drafted by:** Advancement Manager

**Approved by Council on:** November 2025 (v.2)

**Responsible person:** Advancement Manager

**Scheduled review date:** November 2027

### 1. PURPOSE

The purpose of these guidelines is to allow Jane College Council and staff to make clear and consistent decisions regarding the acceptance or refusal of donations and funding. This Gift Acceptance Policy complies with the Fundraising Institute of Australia's Code of Conduct and ensures ethical and transparent fundraising practices.

### 2. GUIDING PRINCIPLES

Jane College conducts all fundraising relationships ethically and applies appropriate due diligence when assessing whether to accept donations, bequests or philanthropic partnerships.

The College welcomes gifts, donations and bequests that support scholarships, student experience, facilities, programs and other activities aligned with the College's purpose, vision, values and strategic plan.

While Jane College will make every effort to accept gifts, it retains the right to refuse any donation that may adversely affect its reputation, independence or integrity.

The Principal is responsible for the final decision regarding the acceptance or refusal of any gift, donation or bequest.

### 3. SCOPE

This policy applies to staff (particularly those involved in fundraising), donors, prospective donors, Council, Council sub-committees, Fellows, Chaplains and any individuals or groups authorised to fundraise on behalf of the College.

### 4. DEFINITIONS

Term	Definition
<b>Agent</b>	An external person or organisation engaged to assist or represent Jane College, including consultants or approved fundraising groups.
<b>Bequest</b>	A philanthropic provision in a donor's Will, expressed as a specific amount, percentage or the remainder of an estate. Minimum recommended amount for an endowed scholarship is \$300,000.
<b>College</b>	Jane College, 6 Elboden Street, South Hobart TAS.
<b>Deductible Gift Recipient (DGR)</b>	An organisation approved by the ATO to receive tax-deductible donations.
<b>Designated Gift</b>	A gift where the donor specifies the purpose for which the gift must be used.
<b>Gift</b>	Any voluntary donation or bequest, monetary or in-kind, where the donor receives no material benefit.
<b>Major Gift</b>	A contribution of \$5,000 or more, whether as a single gift or pledged over time.
<b>Sponsorship</b>	A financial or in-kind contribution where the donor receives a material benefit.
<b>Staff Member</b>	Any current employee of Jane College.
<b>Undesignated Gift</b>	A gift with no specified purpose, allocated to the area of greatest need.

### 5. POLICY

#### 5.1 Acceptance

Jane College accepts philanthropic donations in accordance with ATO requirements. It does not provide tax advice to donors and encourages independent advice.

All gifts must align with and support the College's purpose, values and strategic objectives.

All gifts are tax-deductible and held within the Jane College Foundation accounts.

#### 5.2 Refusal

Jane College must refuse donations that: breach Australian law, conflict with College values, create conflicts of interest, are offered by donors lacking capacity, impose unreasonable burden, or compromise independence or integrity.

Formal written notification will be provided where a donation is refused.

### **5.3 Use of Donations**

Designated gifts will be used for the purpose intended. When this is not possible, alternative arrangements will be discussed. Undesignated gifts will be applied to the area of greatest need.

### **5.4 Bequests and Scholarship Sustainability**

For endowed scholarships to remain sustainable, Jane College recommends a minimum bequest of \$300,000.

Where an endowed bequest is less than this amount or capital falls below sustainability thresholds, the College may consolidate funds, convert the bequest to a fixed-term scholarship, or apply funds to an alternative charitable purpose aligned with donor intent.

### **5.5 Scholarships**

Scholarships may be established as endowed or fixed-term scholarships. Scholarships are always applied as remission of fees and not provided as cash payments.

### **5.6 Documentation and Receipting**

All accepted gifts will be documented, receipted and recorded in the College's fundraising and finance systems. The purpose and any conditions of the gift will be confirmed in writing. Donors will receive timely written acknowledgement and receipts that meet Australian taxation requirements.

### **5.7 Donor Privacy and Confidentiality**

Jane College will protect all personal information about donors and prospective donors in accordance with privacy legislation and the College's Privacy Policy. Donor information will only be used for its intended purpose. Donors may request anonymity.

### **5.8 Third-Party Fundraisers and Agents**

Any individual or organisation authorised to fundraise on behalf of Jane College must comply with this Policy, the FIA Code of Conduct and College policies. Agreements will outline roles, responsibilities and reporting requirements.

### **5.9 Complaints and Feedback**

Donors or members of the public may lodge complaints regarding fundraising conduct under the College's Complaints or Grievance Policy. Complaints will be handled promptly and in alignment with the FIA Code of Conduct.

### **5.10 Ethical Exclusions**

Jane College may choose not to accept gifts from industries or activities inconsistent with its values or the wellbeing of students. Decisions will consider the FIA Code and be made by the Principal, with referral to Council where appropriate.

## **6. REFERENCES**

- Fundraising Institute of Australia (FIA), *Code of Conduct*, latest edition.
- Australian Charities and Not-for-profits Commission (ACNC), guidance on Deductible Gift Recipients (DGR).
- Australian Taxation Office (ATO), *Taxation Rulings on Gifts and Fundraising*.
- Privacy Act 1988 (Cth)
- Jane College Complaints Policy and Procedures