

Fee Policy

Revision: 2015



This policy will be reviewed by School Council at least triennially, with the schedule of Fees, Charges and Discounts to be reviewed at least annually.

All fee amounts (\$), sibling discounts (%) and other charges (\$) are specified in the Schedule of Fees, Charges and Discounts attached as Appendix 1.

Fee reviews will give consideration to factors such as;

- Affordability (a review of the socio-economic status of parents)
- School budgetary requirements and forecasts (10 year projections)
- State and Commonwealth funding levels
- Average Government School Recurrent Costs (AGSRC)
- Consumer Price Index

The Finance Committee will review all fees, charges and discounts at its September meeting (or earlier), for the approval of the School Council. Parents will be notified of changes to Fees, Charges and Discounts as follows;

- School Fees & Sibling Discounts - prior to commencement of Term 4
- Concessions - updated materials to those applying
- Other Charges - as known

Enrolment Fees

1. Application Fee

- i. A non-refundable Application Fee will be charged at the time of paperwork being submitted
- ii. This Fee applies per application

2. Enrolment Confirmation Fee

- i. An Enrolment Confirmation Fee will be charged per child
- ii. A child's enrolment is not confirmed until an Enrolment Confirmation Fee is paid in full
- iii. Only the first Enrolment Confirmation fee will be non-refundable
- iv. All subsequent Enrolment Confirmation Fees will be credited against the family's fee ledger in the first term of enrolment for each child
- v. If families do not start at the school, all Enrolment Confirmation Fees are forfeited

Annual Fees

Annual Fees are charged to families each term in four equal instalments.

3. Tuition Fee

- i. Tuition fees cover the cost of all compulsory curriculum based activities where a whole class or the whole school is involved
- ii. Tuition fees are non-refundable

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4. Resource and Activity Levy

- iii. The Resource and Activity Levy covers the cost of additional curriculum enriching compulsory activities where a whole class or the whole school is involved
- iv. The Resource and Activity levy will be set considering the costs incurred at each year of schooling, and recognising there are higher costs in Years 5 and 6 with the provision of additional programs and offerings, such as Sport and one-to-one ICT program
- v. The Resource and Activity Levy will therefore be determined separately for the following groups;
 - Prep to Year 4
 - Years 5 and 6

5. Facilities Levy

- vi. A non-refundable Facilities Levy is charged per family

Additional Charges

There will be no additional charges for compulsory activities. Optional activities will be on offer for students who wish to engage in other activities.

6. Instrumental Music

- i. Instrumental Music is offered to students, and is billed together with Annual Fees on the family fee ledgers
- ii. Full terms and conditions of the music program are available from Grace Lutheran College who administer the program

7. Other activities

- i. All other additional activities are paid for by families at the time the activity is available (e.g. Year 6 trip, co-curricular activities)
- ii. Activity information will be provided to parents who opt to participate in these activities

Sibling Discounts

- 8. Sibling Discounts will apply and are specified in the schedule of Fees, Charges and Discounts

Billing of Annual Charges

- 9. The general process for billing annual charges is as follows;
 - i. Statements will be issued prior to the beginning of each term for the relevant terms fees
 - ii. Statements will be mailed to the last known postal, or residential address for families
 - iii. A duplicate statement will be mailed to the billing address
 - iv. Failure to update contact details will not be cause for adjusting the due date of payments

Payment of Fees and Charges

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10. Term payments
 - i. are due in full by the second Friday of each Term
11. Annual payments;
 - i. by the 5th Week of Term 1
 - ii. Attract a discount on the Tuition Fee component specified in the Schedule of Fees, Charges and Discounts
12. Payments may also be made by a School controlled Direct Debit Payment Plan
 - i. Plans will commence before the Term 1 due date
 - ii. Plans are required to end with full payment before the end of Term 4
 - iii. Direct Debits that do not clear may be subject to a Direct Debit Dishonour Charge

Fee Arrears and Collection

13. Term payments
 - i. A reminder statement will be sent where a term payment is not made by the due date, requesting immediate payment
 - ii. In Week 3 of Term a reminder phone call will be made in the subsequent week indicating to the debtor that a Late Payment Charge will be applied to the fee ledger
 - iii. In Week 4 of Term a letter will be sent to the debtor with a copy of the fee ledger, indicating that the Late Payment Charge has been applied, and they are required to make contact with the school to enter into an agreed Direct Debit Payment Plan.
 - iv. Failure to meet ongoing payment plans or make contact with the school, will result in referral of the debt to the Business Manager and Principal for further action
 - v. If no commitment is made, or a payment plan from iv. is not met the matter is referred to the School's debt collection agency and the debtor is informed in writing
 - vi. If the Debt Collection Agency cannot establish contact with the debtor the child(s) enrolment may be terminated and all outstanding debt is handed over to the School's Debt Collection Agency
14. Annual payments
 - i. Failure to meet the annual payment date will forfeit the annual payment discount and fees will be due in full each term
15. Direct Debit Payment Plan
 - i. Dishonoured direct debit payments are required to be made up immediately
 - ii. Failure to make up a dishonoured payment will result in a Direct Debit Dishonour Charge being applied to the parent fee ledger
 - iii. Subsequent dishonoured direct debit payments will incur an automatic Direct Debit Dishonour Charge
 - iv. After a third dishonoured payment the parent will be contacted to arrange an onsite meeting with the Business Manager and Principal
 - v. If no commitment is made, or a payment plan from iv. is not met the matter is referred to the School's debt collection agency and the debtor is informed in writing
 - vi. If the Debt Collection Agency cannot establish contact with the debtor the child(s) enrolment may be terminated and all outstanding debt is handed over to the School's Debt Collection Agency
16. At all stages a fee concession may be considered a suitable outcome

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Concessions

17. Concessions may be granted and;
 - i. only apply to Tuition Fees
 - ii. only apply to families experiencing unforeseen financial hardship
 - iii. must be applied for in writing and require a Statement of Financial Position with supporting evidence
 - iv. are valid for the calendar year specified in the applications
 - v. will only apply from the term in which the application is submitted
 - vi. are only valid while confidentiality is maintained by the recipient; a recipient of a concession must not disclose that they are the recipient of a concession or any details of the fee relief
 - vii. are only valid while a parent maintains an up to date school controlled Direct Debit Payment Plan which must be agreed to prior to a concession being granted

Withdrawal of Students

18. Written notice must be given to withdraw a student from the school
 - i. If Tuition Fees increase by more than 10% from one term to another, families may withdraw students from the School with fourteen days written notice from the date of notification of the increase
 - ii. Otherwise ninety days' notice will be required for all other withdrawals other than those where the school is deemed to have breached an enrolment agreement
 - iii. Failure to provide ninety days' notice of a withdrawal will mean all Enrolment Bonds¹ will be forfeited and one full term's fees will be payable

The terms contained within this document may be altered at the discretion of the Principal (or nominated delegate) from time to time.

- End

¹ Enrolments Bonds are only applicable for enrolment applications lodged in 2014. The enrolment bond previously charged is replaced by the Enrolment Confirmation Fee - please refer to section 2 of this document.

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Appendix 1: Schedule of Fees, Charges and Discounts 2016

Fees

Name	Amount	Details
Application Fee	\$50	Per application
Enrolment Bond	\$450	Per student
Tuition Fee	\$3 890.00	Per student
Facilities Levy	\$590.00	Per Family
Resource and Activity Levy		
- Prep to Year 4	\$550	Per student
- Year 5 and 6	\$850	Per student

Charges

Name	Amount	Details
Administration Charge	\$20	
Late Payment Charge	\$30	
Direct Debit Dishonour Charge	\$10	

Discounts

Name	Amount	Details
Annual Payment Discount	3%	Applies only to Tuition Fees
Sibling Discount		
- Second child	5%	Applies only to Tuition Fees
- Third child	25%	
- Fourth and subsequent child	100%	