

# POLICY STATEMENT

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**Policy Title:** Fees Policy and Procedure

**Policy Code:** POL FIN 01

**Responsibility:** Business Manager

**Implementation Date:** 31 July 2019

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**Rationale:** St Martins is committed to an affordable fee structure with Tuition Fees and Government Grants together supplementing the cost of education.

**Aims:** The purpose of this document is to communicate to staff, parents, students and stakeholders the College strategy for managing fees within the College.

**Responsibility:** The Business Manager is responsible for managing this policy.  
College leadership and staff are responsible for adhering to the policy.  
Finance staff and relevant College staff are responsible for the effective operation of the policy.

**Policy:** Parents who enrol their children at St Martins Lutheran College have a responsibility to meet the financial obligations associated with the education of their child.

## **FEES**

### **Application Fee**

A \$50.00 per student non-refundable fee must accompany the Application for Enrolment form. This fee does not in any way guarantee that a place will be subsequently offered. This fee is to cover the administration costs involved in processing the application.

### **Enrolment Deposit**

Upon an offer of enrolment, a deposit of \$250.00 per student is required to confirm a place. This deposit is refundable when the student graduates or leaves the College and there is no outstanding debt owed to the College. The deposit will not be refunded if the place is not taken up.

### **Tuition Fees**

Fees at St Martins include Tuition Fees, Contribution and IT levies and Text Book Hire (if applicable).

Separate charges apply for school bus transport and additional activities such as competitions, camps and major excursions/school trips.

### **Payment of Fees**

All families are required to complete a Fee Payment Authority prior to the commencement of enrolment. This form will remain current until superseded by completion of a new direction for payment.

Where tuition fees are not paid in advance for the year, regular payments must be maintained to remain at the College. Students whose fees are in arrears at the end of a term will not be able to commence the next term.

### **Penalties**

Where tuition fees are not paid in advance for the year, regular direct deposit payments must be maintained to remain at the College.

Please refer to the Debt Management Recovery Policy which details payment options and the debt recovery process. In some situations, where fees are in arrears at the end of a term, students may not be able to commence the next term.

### **Full Fee-Paying Overseas Students**

St Martins Lutheran College welcomes international students. The international student fee schedule and conditions are subject to CRICOS conditions and are not covered by this policy. Please refer to the relevant International Student policy.

### **DISCOUNTS**

#### **Sibling Discount**

Families with more than one child attending the College will receive a sibling discount for each subsequent child. The rate is detailed in the current Fee Schedule. The definition of a sibling is where two or more children have one or both parents in common; a brother or sister.

#### **Annual Discount**

Annual Tuition Fees paid in full on or before 31 March each year attract a discount.

#### **School Card Concession**

Students who qualify for the Government School Card Scheme, based upon their parents' income, receive a tuition discount to support their school fees. To access this concession a school card application needs to be completed annually, and upon approval the relevant discount will be applied to the family's fee account.

#### **Fee Remissions**

Fee Remissions may be available to families who genuinely desire a Christian education, but who may not be able to afford it. The Fee Remission provides a discount on regular tuition fees and applications are considered on a merit-based system to ensure the funds are distributed to those in most need.

Applications for fee remission need to be submitted by 31 January each year. To be considered families are required to provide supporting evidence and meet with the Business Manager/Principal as part of the application process. Fee remissions apply for one school year. A new application is required for each new school year. The College reserves the right to review fee remissions during the year (if a family's circumstances change).

### **PAYMENTS**

#### **Building Fund**

The Building Fund contributes to key projects within the College that benefit all students. Payments of over \$2.00 or more to the College's Building Fund are tax deductible.

#### **Payment of Fees**

All parents and/or guardians are required to complete a Direct Debit Request/Fee Payment Authority upon confirmation of enrolment.

Fees are billed annually in January and payable through a Direct Debit Payment Plan.

Payment options include, weekly, fortnightly, monthly and annually.

#### **Split Billing**

Split billing may be available where two or more people living in separate households are responsible for the payment of school fees for a student.

Split billing does NOT avoid joint and several liability for payment of school fees but acts as a way of providing administrative assistance to the separate households. We strongly recommend organising this prior to the processing of school fees, as the College cannot intervene in private matters.

#### **SMOSHC Service**

Families who utilise the College's SMOSHC service are required to pay all associated fees 14 days from the date of invoice. Those families with outstanding SMOSHC fees/charges may have their SMOSHC enrolment suspended until their account is in order.

#### **Financial Difficulties**

Families who experience difficulties in paying their College fees should approach the College before the fees are due and ask to discuss the matter with the Business Manager/Principal.

#### **Penalties**

The College reserves the right to suspend/terminate an enrolment when an account remains in default.

Accounts not paid in line with the agreed payment arrangement are deemed in default and become due and payable in full by the end of the current month.

An administration fee will be added to the account on a monthly basis until the account is paid in full.

A fee will be added to the account on each occasion a payment is dishonoured. In the event that the account defaults on more than one occasion, debt collection processes will be engaged for recovery purposes. All associated recovery costs incurred will be added to the account.

#### **Lost/Damaged College Property**

Parents will be charged the replacement cost of lost/damaged College property and resources.

### **LEAVE & TERMINATION OF ENROLMENT**

#### **Leave of Absence**

In the event of a student taking leave of absence from the College for a term or more, 50% of the term tuition fee will be credited per child per term accordingly. A minimum of a full terms notice is required in writing to the Business Manager/Principal.

#### **Termination of Enrolment**

Parents/Guardians are required to complete a Leavers Form and give one term's notice should they wish to withdraw their child/children from the College. In the absence of a term's notice a term's fees will be charged in lieu of notice.

### **MUSIC TUITION & OTHER ACTIVITIES**

#### **Music Tuition**

Instrumental lessons may be available to students at the College on an individual or group lesson basis. All fees associated with such tuition, which are not part of the formal College curriculum, are to be paid directly to the instructor concerned.

### **EXTRA-CURRICULAR ACTIVITIES & INTERSTATE/OVERSEAS EXCURSIONS**

The College reserves the right to deny participation in optional programmes such as overseas trips that incur user-pay charges, should the College fee account be in arrears.

### **CONFIDENTIALITY**

All matters related to school fees are treated as confidential between the College and the family involved.

#### **Procedure:**

This procedure outlines the process for working within the fees policy.

#### **Application for Enrolment**

On receipt of an application for enrolment, staff will ensure that:

1. The Application for Enrolment Form is accompanied by a \$50.00 fee per student.
2. When an Offer of Enrolment has been made a signed Offer of Enrolment Form and a payment of \$250.00 is returned per student.
3. A Fee Payment Authority Form is completed and returned prior to commencement of enrolment.

#### **Issue of Fees**

The College will process fees in January of each school year, and accounts will be issued via email to the person/s responsible for fee payment.

#### **Sibling Fee Discount**

The sibling fee discount will be applied as per the fee schedule for that year.

#### **Annual Discount**

Annual tuition fee discounts will be calculated in January and will be applied to full payments made prior to 31<sup>st</sup> March.

#### **School Card Concessions**

Applications for School Card are received by the College from parents and caregivers between January to September.

Applications are submitted to the Department for Education School Card Section. Upon approval notification from the School Card Section adjustments will be processed.

#### **Fee Remissions**

On receipt of Fee Remission Application Form from parents:

1. Business Manager to review requested documents attached with the application and determine eligibility.
2. Business Manager to telephone or meet with Applicant as required.

3. Applicant will be notified of the outcome in writing. Letter will state only applies for current calendar year. This will be placed on file.
4. Remission will be applied upon notification from the Business Manager to the Finance Officer.

**Building Fund**

Contributions to the Building Fund will be receipted and an official tax receipt issued to the nominated beneficiary in December.

**Payment of Fees – Direct Debit**

Payment of fees via Direct Debit will be processed weekly, fortnightly and monthly.

**Split Billing**

A Split Billing Request form needs to be completed by all parties. A copy of the signed Request for Split Billing will be issued to all parties and the original kept on file.

**SMOSHC Service**

SMOSHC accounts will be issued fortnightly with due date 14 days from the date of invoice.

**Lost/Damaged College Property**

Lost or damaged College Property will be charged as soon as practicable from date of loss or damage.

**Leave of Absence**

On receipt of a Leave of Absence Form, where a student is taking leave of absence from the College for a term or more, 50% of the term tuition fee will be credited to the account.

**Termination of Enrolment**

On receipt of a Leavers Form, finance staff will assess whether notice has been provided as per policy. If not, then a term's fees will be charged in lieu of notice.

**Related Documents:**

- Debt Management Recovery POL FIN 02
- Full Fee International Students POL INT 01
- Fee Schedule
- Fee Payment Authority Form
- Leavers Form
- Application for Enrolment Form
- Offer of Enrolment Form
- School Card Application
- Fee Remission Application
- Split Billing Request Form

**This policy and procedure has been ratified.**

Name Marianne Tucker

Signature



Date: 2nd August 2019

**This policy and procedure has been incorporated into the College Policy records.**

Name Amanda Taylor

Signature



Date: 2 Aug 2019

Policy to be reviewed by: Business Manager

Review Date: August 2021