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| **Fee Collection Policy** |

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| **Policy Category:** | 1. **Administration and Information Management** | | **Policy No.** | **# 3.17** |
| **Related Policies and Documents:** | * 3.19 Enrolment Policy * Fee Schedule * Form 3.17.1 Fee Concession Application * Enrolment Contract | | | |
| **Approved By:** | School Council | **Date Approved:** | 12th September 2024 | |
| **Version Control:** | Version # 3.0 (September 2024) | | | |
| **Review Period/Cycle:** | Two-Yearly | Next Review Date: | September 2026 | |

GUIDING SCRIPTURE

Pay to all what is owed to them: taxes to whom taxes are owed, revenue to whom revenue is owed, respect to whom respect is owed, honour to whom honour is owed. Owe no one anything, except to love each other, for the one who loves another has fulfilled the law ([Romans 13:7-8](https://www.biblegateway.com/passage/?search=Romans+13%3A7-8&version=ESV)).

PURPOSE

St John’s Lutheran School receives funding and grants from both the State and Federal governments, however these income sources do not fully cover the operational and capital development costs for the provision of quality education at the school. Consequently, the school relies upon fees, charges and levies issued to families to support providing educational needs and opportunities for all students.

The purpose of the *Fee Collection Policy* is to communicate to staff, parents, students and other stakeholders the school strategy for managing and collecting fees from families.

SCOPE

This policy applies to school fees charged to all families enrolled at the school.

POLICY STATEMENT

St John’s Lutheran School is committed to an affordable fee structure while continuing to provide a high quality of Christian education which is widely accessible to all members of our community.

Tuition fees, levies and associated charges are set by the School Council and are reviewed annually, however Council reserves the right to change fees at any time. Annual fees are detailed in the St John’s Lutheran School *Fee Schedule*, which should be read in conjunction with this Policy. School fee and levy accounts will be issued in such a manner and at such intervals as determined by the school Administration.

The acceptance of an offer of enrolment at St John’s Lutheran School by parents/guardians assumes the ability to pay fees in full. One of the conditions for continued enrolment at St John’s is that all school fees and charges are paid by the relevant due date/s. Enrolment may be terminated by St John’s Lutheran School for breach of the Enrolment Contract and where there has been a failure to remedy the breach within a reasonable timeframe.

St John’s Lutheran School is mindful that some families may experience financial difficulties for a short period of time. Fee concessions will be determined on a case-by-case basis and, if granted, will only apply to the cost of tuition.

PROCEDURES

### Fees and Charges

#### Application Fee

A non-refundable application fee per student must accompany each *Application for Enrolment* submitted to St John’s Lutheran School. The application will not progress until the application fee has been paid.

Payment of an application fee does not guarantee enrolment of the student at St John’s Lutheran School. This fee is to cover the administration costs involved in processing the application.

#### Tuition Fees

Whilst it is the aim of the School Council to set the fees on an annual basis, the Council reserves the right to change fees at any time. The school will ensure that all increases are communicated to families in a timely manner prior to the increase becoming effective.

Annual fees are detailed in the *Fee Schedule* available on the school website, and they remain in force until such time as they are amended on the approval of the Council.

Extra-curricular activities (i.e., camps, elective programs such as instrumental music lessons, out of town excursions and school photos) will be charged additionally.

When a new student enrols at the school after the third week of a term, the family will be liable to pay a pro rata fee for that term’s tuition fees only. This does not apply to levies and charges.

#### Camps

Charges for camps will be charged separately to tuition fees. The amount charged for each camp will vary according to the actual cost incurred for that camp.

Charges for camps are non-refundable, except where non-attendance is the result of genuine injury or illness. Refunds will be considered on a case-by-case basis upon supply of a medical certificate.

#### Levies

***Activity Levy***

An activity fee is charged per child per term to cover such things as swimming fees, gymnastics, dance, book week, arts council performances and excursions, including entrance fees and bus fares.

***P & F Levy***

This levy is collected on behalf of the St John’s Lutheran School P & F Association and provides resources to benefit the students.

***Yearbook***

Each year a professionally published full-colour yearbook is produced. One copy per family is charged on Term 3 fees, which is optional.

***Technology***

Students in secondary school are charged a per annum levy, charged at the beginning of term one. This levy covers the cost of Jacaranda.

#### Voluntary Building Fund Donation (Capital Contribution)

Parents are invited to make a voluntary contribution to the School Building Fund, with a suggested amount per annum per child recommended each year. This fund is used to assist in the financing of the school’s planned building program and in meeting the school’s loan repayment commitments. All contributions to the School Building Fund are fully tax deductible.

#### Absence from School

When students are on leave, because of illness or other reasons, school fees are still payable on time. When students are on extended leave (one term or more), the tuition portion of the school fees are payable each term in order to maintain enrolment.

#### Notice of Withdrawal of Enrolment

As per the St John’s Lutheran School *Enrolment Policy*, parents/guardians are required to provide written notice to the Principal if a student is to be withdrawn from the school. At least one full term’s notice before the withdrawal is required (i.e., no later than the first day of the term at the end of which the student is to be withdrawn). If the required written notice is not provided to the school, the parent/guardian may be liable to pay the school an amount equal to a half-term’s fees in lieu of such notice.

Notice of withdrawal of enrolment for the following year must be received no later than the middle of term four. The only exception to this is where employers announce work transfers after that time. This requirement does not apply to students leaving at the end of Year 12.

#### Fees Payable when a Student is Asked to Leave

In the case of a student being asked to leave the school, a full term’s fees are payable – there can be no reduction or pro rata. All annual charges for a student’s final term are payable in full, e.g., technology.

#### Dishonour Fees

If a payment to the school is not honoured and the bank charges the school for the dishonour, the school will pass the charge to the family. If the family has more than two dishonour fees in a year, they will be charged an administrative fee per instance for the third and subsequent dishonour/s.

### Fee Accounts

#### Responsible Person

The person/s whose signature appears on the *Enrolment Contract* will be the person/s held responsible for the payment of school fees for that particular student. Accounts will be directed to the nominated mailing address of the signatory. Families are expected to keep their contact details current for this purpose. Where the signatory will not be the party responsible for the payment of school fees, a separate agreement for payment must be completed.

Parents/guardians must inform the Business Manager of any applicable changes in the family arrangements as they occur, after signing the *Enrolment Contract,* which may affect the payment of fees (e.g., change in marital status, formal care arrangements, guardianship, court orders etc.). Unless otherwise directed, the Principal will require that a new enrolment be completed by the person who is to assume the obligation of paying the school fees.

#### Issuing Accounts

An account for fees and levies will be issued by the school in the third week of each term and is payable within 14 days of issue. The due date for the payment of fees and levies will be clearly stated on all accounts.

#### Fee Concessions

St John’s Lutheran School has an expectation that all fees and charges levied will be paid by families as they fall due, however the school does acknowledge that situations may arise that cause unexpected financial hardship.

Any arrangements to vary the term of payment must be made with the school Business Manager or Principal prior to the due date for payment.

A *School Fee Concession Application Form* can be obtained from the school administration to apply for a concession. A complete application form must be provided, along with any required documentation. Fee concessions are made at the discretion of the Principal. The outcome of the application will be confirmed in writing to the parent/guardian. Once a fee concession is granted, it is essential that this commitment is honoured by the parent/guardian in full and on time. If family circumstances change, the school must be informed, and new arrangements may be agreed to.

Concessions only apply to the cost of tuition. The costs for activities levies are actual expenses and cannot be reduced. The maximum concession period is one calendar year.

All requests will be treated in the strictest confidence by the school. The school expects that details of any arrangements established between the family and the school will also be kept in strict confidence.

#### Payment of Fees

Fees may be paid weekly, fortnightly, monthly, per term or yearly.

***Annual Advance Payment***

Fees paid for the full year in advance will attract a discount on tuition fees. To qualify for the discount, payment must be made by the due date. The rate of discount and due date will be reviewed annually.

***Payment per Term***

Families electing to pay per term must pay fees for the term within 14 days of issue of the account. An account will be issued in the third week of each term.

***Payment Monthly, Fortnightly or Weekly***

Regular payments can be made by families on a monthly, fortnightly or weekly basis by any of the payment options outlined, to help spread the cost of fees over the year.

***Payment Options***

The payment options available to families include:

* Cash
* EFTPOS / VISA / Mastercard – by phone or in person
* Cheque
* Direct Debit – from a nominated bank account
* Centrepay.

#### Outstanding Fee Accounts

Reminders on outstanding accounts will be processed within seven days after the due date.

Accounts which remain outstanding one week prior to the end of the school term in which the account was issued, will be dealt with in one or more of the following ways:

* + - 1. Letter from the Business Manager
      2. Phone contact by the Business Manager
      3. Interview with either the Business Manager or School Principal
      4. Where fees and charges for a student are not paid within the term to which they relate, it is a requirement that an acceptable arrangement for payment of the account is negotiated with the School
      5. Where accounts remain unpaid and no appropriate arrangements have been made to pay the agreed fee, the account may be placed in the hands of a debt collector. The School Council reserves the right to terminate a student’s enrolment
      6. Failure to respond to the debt collector may result in the initiation of legal action for the recovery of the debt.

### Discounts and Allowances

#### Sibling Discount

Where two or more siblings are concurrently enrolled at the school, a discount on tuition fees is offered. School Council will determine annually the nature of any sibling discounts to be offered for the upcoming school year.

#### Annual Payment Discount

Refer to *Section 2.3 Payment of Fees*.

#### Textbook and Resource Allowance

Parents who are residents of Queensland and have students in secondary school (i.e., years 7 to 12) are generally entitled to State Government assistance to contribute towards the cost of textbooks and learning resources associated with education. The school claims this on behalf of students, with payment made directly to the school where it is credited to each fee account. This credit is generally reflected on the Term 1 statement.

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| **Communication of this Policy** | This policy will be communicated to parents on the school website. The Fee Schedule will be included in the School Information Book. |
| **Legislation / References:** | Nil |
| **Policy changes since last version:** | No changes. |