



# School Fees Policy

Version 1.1

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Status Final

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## Version History

Version	Date	Notes
1.0	Sept 2018	Replaces Fee Collection Policy 3.1
1.1	April 2019	Minor amendments to position responsibilities
1.1	July 2022	Logo updated. Reissued without alteration.



## **VISION STATEMENT**

*A Christ centred learning community exploring and impacting on God's world*

## **MISSION STATEMENT**

*To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education that instils hope and equips children to live for God's glory*

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## Important related documents:

Enrolment Policy

Bursaries and Fee Relief Policy

## **1 INTRODUCTION**

Richmond Christian College (RCC) is committed to the principles of equity and fairness in the provision of Christian education and seeks to keep school fees at an affordable level.

## **2 PURPOSE OF THIS DOCUMENT**

This document outlines the policy and procedures for the payment of school fees.

## **3 POLICY**

RCC school fees represent the fees payable in the normal delivery of education at the school and are set annually by the Board.

Subject to the conditions of the Enrolment Policy, the school aims to be available to all parents who genuinely wish to participate in Christian Education, regardless of their economic circumstances.

It is expected that parents will pay in full all fees and levies set by the Board. Families experiencing genuine financial hardship are eligible to apply for a Bursary (Bursary and Fee Relief Policy).

To support and partner with families in accessing Christian education, fee structures will contain second and subsequent sibling discounts. The structure of these discounts will be determined by the Board, and reviewed from time to time.

Failure to pay outstanding fees within an acceptable time-frame as determined by the Board may result in termination of the student(s)' enrolment.

## **4 PROCEDURES**

### **4.1 Enrolment Fee**

An enrolment fee of \$250 is payable on acceptance of the enrolment application for each student. For Pre-Kindy students this amount is held in trust and will be applied to the school fees when the student enters Kindergarten. For all other students the enrolment fee will be applied as a credit to the annual school fees on commencement. The enrolment fee is non-refundable if a student does not proceed with enrolment.

### **4.2 School Fees**

Fees are set annually by the Board and the fee schedule is advertised on the school's website and is provided with enrolment forms and to school families at the beginning of each year.

Sibling discounts are available for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> child enrolled at the school as per the Fee Schedule.

Fees are made up of an annual tuition fee, classroom and operational levies plus either a book pack and compulsory sporting activities levy (Primary) or various resource levies (Secondary). These include all stationery requirements for Primary students and the provision of text books and a school owned Chromebook for secondary students along with other items listed on the High School Stationery lists.

Activities including excursions and sporting events are subject to additional charges. Participation in these activities will be subject to school fee accounts being up-to-date.

Payment will be required prior to the date of the activity. Where payment is not received prior to the activity the student will not be permitted to participate in the activity.

### **4.3 Fee Payment**

School Fees are invoiced annually at the commencement of each year and are payable in full 30 days from the invoice date unless a payment plan is established with the Finance Officer.

A discount, set by the Board, applies to full year's tuition fees paid in advance as per the fee schedule.

Alternatively, a payment plan must be established by Term 1 Week 4 for weekly or fortnightly payments via Direct Debit or Centrepay with all fees paid by the end of Term 4. This may be extended to the end of the calendar year by arrangement with the Finance Officer

If fees are not paid, or a payment plan established, by the end of Week 4 of term, a *reminder letter* is sent and an administration fee of up to \$50 per family may be charged.

If no payments have been received by the end of Week 6, a *second reminder* is sent and a further administration fee of up to \$50 per family may be charged.

If no arrangements have been put in place by the end of Week 8, a *final reminder notice* is sent, and a further administration fee of up to \$50 per family may be charged. Parents who receive a *final reminder notice* will be required to do the following:

- A. Pay all overdue fees and charges for the current term within the period stated in the reminder letter;
- B. Pay the invoiced fees and charges for the next term before the start of the new term or enter an agreed payment plan

Where the above procedure is not followed and school fees not paid in a timely manner their child's enrolment may be terminated immediately.

Bank charges on dishonoured payments where there are insufficient funds will be added to the school fees account.

The non-payment of fees may jeopardise your child's place in the school.

### **4.4 Financial Hardship**

Where fee payment causes undue hardship, families are encouraged to contact the Finance Officer or Principal.

To provide fair allocation of available resources, fee assistance must be applied for on an annual basis. This is achieved by completing and submitting a Bursary Application Form by the advertised due date. Applications are also accepted to support a change in family circumstances or for a new enrolment later in the year. (Refer Bursary and Fee Relief Policy)

#### **4.5 Outstanding Debt**

It is the responsibility of parents to pay agreed fees on time. It is the responsibility of parents who may be experiencing difficulty paying fees to maintain contact with the Finance Officer and make use of fee assistance provisions offered to avoid accumulation of debt.

The school recognises its responsibility in assisting families to avoid accumulating debt and has established a debt collection procedure to manage debts which remain outstanding. These procedures include reminder letters, time limits for action on the part of the debtor and the use by the school of a debt collection agency where required. If an account is referred to the debt collection agency, additional costs will be payable by the debtor.

The School Board may also resolve to use legal action to recover outstanding fees and associated costs.

Ultimately, the Board may terminate enrolment of a student or students to avoid the uncontrolled escalation of the parent's debt.

#### **4.6 Extended Absence from the School**

Sometimes students are away from school for extended periods of time, such as holidays, illness or family circumstances. The school cannot grant an exemption of school fees for these times as school fees are levied across a whole year. If extenuating circumstances exist please contact the Finance Officer to discuss fee payment.

#### **4.7 Student Departure from the School**

As per the conditions of Enrolment (Enrolment Policy) and Enrolment Contract, parents are required to give at least one term's notice (10 term weeks) in writing of termination of enrolment. Failure to provide notice will require payment of a term's tuition fees in lieu of notice. Should enrolment be terminated, all student levies and book pack charges are non-refundable regardless of the period of the enrolment.