

Fees and Discount Policy



St Columba
Anglican School

1. Fees and Charges

The *Schedule of Fees and Charges* is set and approved each year by the School Council. All pricing is indicative and the School Council reserves the right to adjust pricing in unforeseen circumstances.

St Columba Anglican School (School) considers the legal commitment for fees rests with the parent/caregiver/persons (Parents) specifically named on the student's enrolment application and fee account. If arrangements are made with a third party to pay the fees, it is the Parents responsibility to ensure payment occurs. The School will not enter into any correspondence with the third party. All fee queries, and if necessary, legal action, will be directed to the Parents.

(a) Enrolment Fees

- (i) Application Fee – a non-refundable fee payable by all applicants when lodging an *Application for Enrolment*.
- (ii) Acceptance Fee – a non-refundable is payable by all applicants when accepting an Offer of Enrolment.

(b) Tuition Fees and Camp, Activity and Resource (C.A.R.) Fee

Annual fee statements contain two components: Tuition Fees and the Camp, Activity and Resource (C.A.R.) Fee.

Annual fee statements are issued via email in January each year, with 25% payable by Week 3 of each school term. Annual fees may be paid by regular (weekly, fortnightly, monthly, quarterly) instalments.

An early payment discount is available to those families who wish to take advantage of this option by paying the full year's tuition fees by Week 3 of Term 1. Early payment discounts do not apply unless any existing outstanding balance is cleared. Early payment discount does not apply to the C.A.R. Fee or unless any existing outstanding balance is cleared.

New students will be billed after their commencement and a statement will be forwarded at this time.

The School does not provide split family billing in the case where Parents are separated or divorced. Parents are jointly and severally liable for the payment of fees and charges and any outstanding amounts due to the School. Joint and several liability means that each Parent who has signed the student's enrolment application and named on the fee account is individually responsible for payment of all school fees and levies regardless of actual fee payer arrangements. It is an expectation that Parents will come to their own arrangements regarding payment of fees.

A copy of the statement is emailed to each of the Parents.

(c) Additional Fees and Charges

- (i) *Building Fund Contribution* - is a voluntary contribution and a suggested level of donation and is payable via the Parent Portal and can be manually amended by the parent at the time of payment. Voluntary contributions to the Building Fund are tax deductible.
- (ii) *Subject and Elective Course Fees* - within some applied learning areas in Secondary School, certain subjects and courses involve additional costs. These courses attract a fee to supplement expenses such as materials, tools, equipment maintenance, specialist software licensing and training, and other necessary consumables which enable the running of the course. These fees will be issued through the School's online Parent Portal.
- (iii) *Other* – excursions, elective sports, VET Courses and additional extra-curricular activities may involve a fee. If applicable, these fees will be issued through the School's online Parent Portal.

2. Payment of Fees and Charges

(a) Tuition Fees and C.A.R. Fee

The following methods are available to current families for making payments:

- (i) *Parent Portal* – debit or credit card;
- (ii) *Parent Portal* – direct debit from bank accounts or debit/credit cards (weekly, fortnightly, monthly and quarterly options available);
- (iii) *BPAY*;
- (iv) *Over the phone* – credit card; and
- (iii) *In person* – cash, EFTPOS or credit card.

(b) Additional Fees and Charges

Payments for subject and elective course fees and other fees are paid through the School's online Parent Portal via debit or credit card.

3. Overdue Fee Collection

The School has a staged process to collect outstanding fees detailed in the Fee Collection Procedure.

Where satisfactory payment arrangements have not been negotiated with the School, ongoing arrears will lead to formal recovery proceedings.

Where outstanding debt is referred to the School's debt collection agency, all legal expenses and costs associated with the collection of the outstanding debt incurred by the School will be charged to the family's tuition fee account. The School further reserves the right to reserve fee rebates, concessions, scholarships and bursaries as well as withdraw the enrolment of student(s) should the account remain unpaid.

Where a family has exited the School and have fees and charges outstanding, the account will be immediately referred to the School's debt collection agency.

4. Discounts

The St Columba School Council have determined a number of discounts to be applied to the base tuition fee level. These discounts will be applied on a reducing balance in the following order where more than one discount is applicable:

- Sibling
- Scholarship
- Indigenous Scholarship
- Bursary
- Clergy

Students are limited to one discount category other than Sibling discount. Where a student may be eligible for Scholarship, Indigenous Scholarship or Clergy discount, the discount with the greater value will be applied.

- (a) **Sibling Discounts** – are available where two or more children from a single family attend the School simultaneously. Sibling discount applies to tuition fee component only. Refer to the current *Schedule of Fees and Charges* for the quantum of sibling discount applicable.
- (b) **Clergy Discount** – Licensed Pastors and Clergy may apply for a concession by completing an application form annually, which is available by contacting the Accounts Department.

The School seeks to provide practical encouragement to the Christian ministry by offering tuition fee discounts to members of the Clergy. Applications need to include full details to enable assessment and be evidenced by:

- a letter confirming any current appointment/s and the time loading with the church signed by the governing body of the parish church or the relevant authority; and
 - a copy of the license/clergy qualification or letter of appointment.
- (i) **General Clergy** – up to 30% discount is available for:
- Those who are generally stipended in a recognised Christian denomination.
 - Part-time leaders (youth or otherwise) may receive the full discount (30%) if they are not otherwise employed (proportional part-discount will otherwise apply).
 - An unpaid recognised leader of a Christian congregation may also qualify for a full discount (30%) if not otherwise employed (proportional part-discount will otherwise apply).

- (i) **Anglican Clergy** – up to 75% discount is available for:
- Those who are generally stipended in an Anglican Church by the Diocese of Grafton or Newcastle.
 - Part-time leaders (youth or otherwise) may receive the full discount (75%) if they are not otherwise employed (proportional part-discount will otherwise apply).
 - An unpaid recognised leader of an Anglican congregation may also qualify for a full discount (75%) if not otherwise employed (proportional part-discount will otherwise apply).
 - Part-time leaders (youth or otherwise) may receive the full discount (30%) if they are not otherwise employed (proportional part-discount will otherwise apply).

(c) Scholarships

Where a student is offered a Scholarship, no other discounts other than Sibling discount shall apply.

(d) Bursary/Fee Relief

The School recognises that circumstances can change for even the most responsible family and that a degree of fee relief may be needed to achieve or maintain the stability of their children's education.

Fee Relief is granted for one year or part thereof until the end of the calendar year in which the application is made.

Families wishing to apply for Fee Relief can contact the School to obtain an application form.

5. Refunds

(a) Tuition Fees and C.A.R. Fees

Refunds are only issued under exceptional circumstances, upon approval of the Principal (or appointed delegate).

(b) Refunds for change of subject

In appropriate circumstances, provided the student changes subject before the end of Term 1, the School may offer a credit of up to 50% of the fees paid. In the event that the subject change occurs after the commencement of Term 2, no refund of course fees will be given. Final determination of any such request will be at the discretion of the Head of Secondary School.

(c) Additional fees and charges

Refunds are only issued under exceptional circumstances, upon approval of the Deputy Principal (or appointed delegate). If approved, any applicable refunds will be applied to your school account at the end of the school year.

(c) Absence through illness, injury or leave of absence

No remission of fees either in part or in whole will be made should the student be absent from school through illness or injury. Under exceptional circumstances, the School may consider refunds on compassionate grounds.

Students who plan to be absent from School for two (2) weeks or more must give notice to the Principal in writing. Students will be charged full tuition fees during their absence if they wish to maintain their placement in the School.

Enrolled students may be granted leave, at the discretion of the School Principal, for a maximum of two years. Half fees are payable to hold a place. Full fees are payable for any leave less than 12 months. Students will not be charged the Course Levy during the time that they are absent.

Current students partaking in an overseas exchange study program must give one term's notice to the Principal in writing. Students will be exempt from paying tuition and course levy fees whilst completing their approved overseas study program.

6. Withdrawal of a student

The School requires one full school term's notice for withdrawal of students. Notice of withdrawal must be in writing to the Principal (or appointed delegate) and must be given prior to the commencement of the last term of attendance.

Failure to give one full school term's notice of withdrawal in writing may incur a charge of one full term's fees per student in lieu of notice, and any discounts applied will be adjusted accordingly.

7. Policy/Procedure Changes

All organisations, from time to time, initiate policy changes reflecting the needs of the organisations and their clientele at the particular time. At St Columba Anglican School, policy changes are implemented by the School Executive, in consultation with the School Council. At any time, parents are invited to phone the School to ask if the policy has changed.