



EASTSIDE LUTHERAN COLLEGE FEE POLICY

Preamble

Eastside Lutheran College provides a Christian education based on the values and teachings of the Lutheran Church of Australia. The values of love, justice, compassion, forgiveness, service, humility, courage, hope, quality, appreciation underpin the principles of this policy.

The Eastside Lutheran College Fee Policy outlines the processes that will be used in the setting of student fees, the granting of fee remissions and fee collection arrangements. There is an expectation that all families will pay fees, unless special dispensation is provided by the College Board based on individual special circumstances.

Fee Setting

In recognition that parents and caregivers of students at Eastside Lutheran College are making a significant investment in their child's education and to ensure the success of student outcomes remain a priority, the College will carefully balance the financial demands on families whilst delivering an exceptional quality education through diligent financial stewardship.

Eastside Lutheran College fees play a pivotal role in meeting the College's financial obligations. When setting fees, the College Board takes into consideration all aspects of budgeting requirements:

- to enable the College to meet expenditure,
- to ensure sufficient funding is available to develop and improve facilities and resources,
- to ensure parents and caregivers are provided with value for money, and
- to ensure those with genuine financial hardship are supported and assisted wherever possible.

The College Board will ensure that the financial responsibilities of all families are met as to their agreed responsibilities through a systemic and identifiable process for the distribution and collection of fees, therefore safeguarding the financial security of the College. It is the responsibility of the College Board to ensure all reasonable steps are taken to enable the collection of school fees.

The Finance Committee of the College Board has been empowered to oversee the setting of College fees through prudent budget management, and on an ongoing basis will monitor and review the collection of fees, including those outstanding. The Finance Committee will provide annual fee recommendations to the College Board and on a regular basis will report on the status of fee collection.

Only summary reports are made available, all family details remain confidential from the Finance Committee and College Board.

Fee Composition

Tuition Fee

The Tuition Fee covers operational costs and resources of the College that are not met by the Australian and State Government recurrent funding.

All tuition fees are to remain fixed throughout the year unless significant and unforeseen circumstances arise. Ongoing enrolment at Eastside Lutheran College indicates a parents/caregiver's acceptance of the Annual Tuition Fee structure.



Resource Fee

The Resource Fee covers all compulsory based year level activities that all students must undertake as part of the curriculum. In addition, the Resource Fee covers classroom and curriculum support materials and ICT equipment. Items covered include, and not limited to, printing and photocopying, reference materials, software, internet access and download, sporting materials, school swimming and athletics carnivals and compulsory testing programs.

Discretionary Charges

Discretionary charges necessary to meet specific curriculum activities i.e. music, outdoor education, or sporting events; not necessarily undertaken by the whole year level group, are invoiced to the family account on a nomination basis.

Other activities including excursions, overseas trips and remote area camps must be paid for through the Finance Office upon notification of charges and finalized prior to the activity occurring. These charges will be handled separately and not added to family fee accounts. In the event a student is offered the opportunity to participate in a discretionary school activity, they will not be permitted to participate where fees remain unpaid, or an agreed payment arrangement is not in place or regular fee payment commitments have not been maintained.

Application Fee (New Students)

A non-refundable Application Fee of \$75 (including GST) must accompany the Registration of Interest for Enrolment.

Enrolment Confirmation Fee (New Students)

Following an interview with the Principal or College Registrar and the offer of a position, a Confirmation Fee of \$200 for the first child and \$100.00 for each sibling is payable in advance prior to a student's intended entry into Eastside Lutheran College.

The Confirmation Fee and accompanying Letter of Acceptance secures the student's enrolment at the College.

Upon issue of the first fee account, the Confirmation Fee will be applied as a payment against the family fee account. Should the student subsequently not attend Eastside Lutheran College, the full Confirmation Fee is forfeited and retained by the College.

Fee Schedule

The Finance Committee, a sub-committee of the College Board, will oversee all matters relating to the setting of fees, remissions, and collections of family fee accounts.

Following the Finance Committee review of the College budget in August and subsequent fee recommendation, the annual school fees will be approved by the College Board and notification will be provided to parents/caregivers in Term 4 of the previous year to which the fees apply. Please refer to the relevant year College Schedule of Fees.

New Students

On application for enrolment, parents/caregivers will be provided with the Schedule of Fees and the Eastside Lutheran College Fee Policy.

Prospective parents/caregivers will also be informed that on enrolment of their child/children, they accept the responsibility for the payment of the College's school fees and other costs associated with the education of their child/children. By signing the College enrolment documents, parents/caregivers acknowledge that they have agreed to commit to the payment of school fees as and when they fall due.



Family Discounts

Family discounts will apply to all fee accounts whilst the student has other siblings attending the College. Discounts are calculated as follows:

Second child	15%
Third child	30%
Fourth and subsequent children	100% of tuition fees

Scholarships

Scholarships are applied to the tuition and resource fee during the period the Scholarship is conferred. A Scholarship does not apply to bus fees, uniforms, or discretionary charges. Please contact the College Principal for information about the Scholarship application process.

Part-Time Students

Students studying less than a full study load at the College will be considered part-time students and as such entitled to a proportional fee remission on tuition fees only based on the student's part-time status per their study load.

Billing Procedure

Billing Arrangements

Following approval by the College Board, school fees are billed annually to family fee accounts in December for the ensuing year.

The annual invoicing of fees combined with agreed upon payment arrangements (nominated weekly, fortnightly, or monthly) is designed to provide certainty around the costs for families and assist cash flow for the College.

Statements

Term invoice/statements will allow families to keep track of their school fee activity, payments made to the College and the balance remaining.

Payment of Fees

Eastside Lutheran College supports the concept of equitable financial responsibility for all community members and encourages regular communication between all parties in

Account Responsibility

It is the policy of the College Board that parents/caregivers listed on the Application for Enrolment agree to a contract of education in terms of financial obligations, as well as welfare and educational progress obligations, and will be jointly responsible for the payment of fees.

Accounts will be directed to the nominated mailing address, which belongs to the nominated primary caregiver. Should the responsibility for payment of fees change at any time, a new Application for Enrolment Form must be completed.

Where a person other than one of the signing parents is paying fees, the parents/caregivers remain ultimately responsible for any outstanding account and payment thereof.

Family Situation Changes

A parent/caregiver is not able to 'remove' themselves from the enrolment contract without the College's and other parent/caregiver's consent. If a parent/caregiver's arrangements alter during the course of the student's enrolment and a change in responsibility for school fees is requested, each party is expected to notify the College in writing so that a new Application for Enrolment can be arranged. Written correspondence must clearly indicate the change in liability for the enrolment contract, and thereby payment of fees, and the commencement date



of this change in liability.

If the College does not receive a mutually accepted agreement from the parent/caregivers involved, the original signatories to the enrolment contract will remain binding.

Payment Terms

Full payment of the College's school fees is required by the 31st of January unless an agreed payment arrangement has been entered into through discussion with the Finance Department. This agreement will be in writing and signed by the Principal and the applicant.

Settlement Discount

A settlement discount of 5% is granted when the total yearly fee account is remitted to the College by the 31st of January.

Payment Options

Accounts can be paid by cash, EFTPOS, cheque, direct debit, credit card (Visa, MasterCard) and BPay.

Payment Arrangements

Whilst the fees are set (committed) in advance, the College provides families with an option to pay their accounts in agreed instalments throughout the year. This is an interest free credit facility that is offered to assist families in meeting their financial commitment.

The College preference is for families to enter an agreed direct debit arrangement, either from a nominated cheque or savings account, by completing a Direct Debit Request form that nominates weekly, fortnightly, or monthly contributions. Direct Debit payment arrangements are expected to be regularly maintained and the account balance must be cleared prior to the next annual fees being due and payable.

Whilst it is the College's preferred method for payment of annual fees to be made by direct debit or credit card payment arrangements, the College will agree to families using BPay or other payment arrangements providing there is a demonstrated pattern of regular payments over the previous 12-month period.

All payment arrangements will require an Account Responsibility Form and/or Commitment and Agreement Form to be completed, signed, and returned to the College within 14 days following distribution of the invoice/statement. Failure to submit this form gives the College the right to reject a parent/caregiver's request for payment of fees in instalments.

The College will ensure that all submitted forms are kept in strict confidentiality and security and will only be referred to in circumstances where the College is required to instigate legal commercial debt collection processes resulting from continued non-payment of fees.

Payment Terms

The debit will begin in February and conclude in November. Existing arrangements will be transitioned to align with the new policy.

It is the parents/caregiver's responsibility to ensure that on the due date there are sufficient funds available in the nominated bank account to meet the direct debit payment.

Family Situation Changes

The College's policy is that one fee account is issued to the parents/caregivers who signed the enrolment contract. Parents/caregivers who want to pay separately are expected to make their own arrangements for payment.



Upon request the College can provide duplicate invoices/statements to the parents/caregivers who signed the enrolment contract. This is not considered a separate account and the transactions, payments and balance displayed on both accounts will reflect the exact same information. The duplicate invoice/statement will only display the contact details of the nominated recipient.

Payment Dishonour

Where fees remain outstanding beyond the due date and no agreed payment arrangement is in place, or if under an agreed payment arrangement there is a repeated demonstration of non-payment, the account will be placed in credit management and if necessary, passed to the College's commercial debt collection agency, which may be directed to:

- refer your account to solicitors
- take court action to recover fees

Any costs incurred by the College in implementing debt collection agency will be added to the family fee account and credit ratings could be adversely affected. Once the College's collection agency has been engaged, parents/caregivers will be required to work through the agency for settlement of their account.

Where fees remain unpaid or the agreed payment arrangement is not being met, at the Principal's discretion, the student may not be permitted to participate in College activities and the College may choose to withdrawal enrolment for the child/children.

Parents/caregivers who dishonour standing fee payment arrangements will be given every opportunity to remedy the situation prior to the above action being taken.

Financial Hardship

Fee Remission

The College is aware that families may experience financial hardship from time to time and is willing to assist those families who are experiencing difficulties in complying with the Fee Policy due to extraordinary circumstances. Families who have difficulty in meeting their financial obligations to the College should contact the Principal or College Accountant to discuss their situation.

Fee Remission Application

All fee remission requests must be made in writing and should be accompanied by a completed Fee Remission Application. This form will be provided following initial consultation with the College Accountant, Principal or Student Welfare Officer.

The College will review ongoing arrangements in December of the previous year the fee is payable. Fee remissions will be granted within the College's financial capacity to offer support, and fair, equitable and consistent decisions on behalf of the College Community will be made regarding the granting of fee remissions.

Fee remissions will not be offered in perpetuity nor will they be applied retrospectively. All arrangements will be consistently monitored and families experiencing ongoing financial hardship will be required to apply for a fee remission on an annual basis. The outcome may not always be a remission of fees, depending upon circumstances it may include extended payment terms or a partial moratorium on payments for a negotiated period.

Application forms are available from the College Finance Office.

All discussions and ensuing arrangements must be kept in the strictest confidence. Parents/carers are not to discuss these arrangements with other members of the Community. To do so, may result in cancellation of the arrangement.

Government Assistance/STAS Scheme

Eastside Lutheran College supports the STAS Scheme administered by the State Government. The Scheme provides financial assistance towards the cost of educational expenses for full time students of low-income families. Approval for STAS is dependent upon proof of family income. Families applying for fee relief must apply for the STAS Scheme. Any money received by the College from this scheme for each family receiving fee relief will offset some of the College school fees.

Application forms are available from the College Finance Office.

Student Withdrawal

If a student is to leave the College before the last year of schooling offered by the College, the parents/caregivers agree to give at least one terms **written notice** to the Principal. If the parent intends to cancel, or (with the College's agreement) postpone, or otherwise vary the student's enrolment, the parent will give notice to that effect to the College no later than one terms notice to the former anticipated date of entry.

If the parents/caregivers fail to comply with the above, the parents/caregivers will pay or forfeit (as the case may be) to the College one term of school fees in lieu of notice. Any exceptions to this will be at the Principal's discretion, based on the circumstances of withdrawal.

At the time of student withdrawal, if the parents/caregivers comply with the withdrawal conditions, the tuition fees will be credited against the family fee account on a pro-rata basis. If any items issued have not been returned, the College will charge the family fee account for the replacement items.

If the family account is left with an outstanding balance, parents/caregivers are required to pay the balance in full within 30 days of receiving the adjusted fee account. If the family fee account is in credit, this amount will be refunded to the parents/caregivers by bank transfer. If a student is asked to leave the College and their enrolment is cancelled, the fees for the term in which this occurs are to be paid in full.

Purpose:	The purpose of this procedure is to assist the Board in managing the fee structure of the College.	
Scope:	The procedure covers the decision making regarding the fee structure, methods, and timing of fee collection and the process for fee relief.	
References:		
Supersedes:		
Authorised by:	Board Chair 	Date of Authorisation: October 2020
Review Date:	Annually	Next Review Date: October 2021
Procedure Owner:	College Governing Body	