

SCHOOL FEE POLICY

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| Document number | P15.00 | Version | 1.01 |
| Responsible Manager | CFO & Head of Corporate Services | | |
| Approving authority | Board | Approval date | 26-Oct-2016 |
| Date of last review | 2010 | Date of next review | 26-Oct-2018 |

1. PURPOSE

- 1.1. The purpose of this policy is to ensure consistency and transparency in the management of school fees at The Glenleighden School.

2. POLICY

- 2.1. **Overview.** The charging of fees is necessary to ensure the school can provide an appropriate standard of education and therapy support to the students.

- 2.2. **Setting the school fee.** The CHI.L.D. Association Board ('Board'), through its Finance Subcommittee, is responsible for determining the school fee schedule ('schedule').

The schedule is reviewed annually by the Finance Subcommittee. During the review consideration is given to the level of revenue requisite for the successful operation of the school, and to the level of funding provided by the Government.

The Finance Subcommittee is responsible for providing a recommended schedule to the Board for approval.

Once approved, the schedule is to be made available in writing to families prior to the commencement of the calendar year to which it applies.

- 2.3. **Inclusions.** The school fee is for enrolment at The Glenleighden School and includes:
- 2.3.1. **Tuition fees.** Tuition fees assist in the provision of teachers and therapists, learning resources and maintenance of learning spaces.
 - 2.3.2. **Building levy.** The building levy is used to maintain our existing facilities, repay capital loans, and allow for future capital developments at the school.
 - 2.3.3. **Physiotherapy levy.** This levy pays for physiotherapy services and is payable for students in Early Childhood and Junior School.
 - 2.3.4. **Co-curricula sports levy.** This levy covers the costs associated with co-curricula sporting activities and may vary by year level and planned activities.
 - 2.3.5. **Vocational Education & Training (VET) levy.** This levy applies only to Senior School students enrolled in a VET course.

- 2.4. **Additional charges.** Additional charges may be applied where one-off and unanticipated educational/excursion opportunities arise, which are not covered by an initial levy payment (see clause 2.3). These are to be assessed on a case-by-case basis to determine whether they are to be offered within the school program. The assessment must address budgetary implications for both the school and families. The Corporate Services Manager may authorise such charges.
- 2.5. **Sibling discount.** A sibling discount is available when two or more children from the same family attend The Glenleighden School. The basis of the discount is that the full fee is paid for the eldest enrolled sibling ('first child') and the discount applies to younger siblings. The discount rates are:
- 2.5.1. second child concurrently enrolled – 20%
 - 2.5.2. third child concurrently enrolled – 30%
 - 2.5.3. additional child(ren) concurrently enrolled – 40%
- 2.6. **Financial hardship.** Families experiencing financial hardship are encouraged to make a written request for fee assistance. The assistance available to a qualifying family may be in the form of a deferred payment plan or a reduction in fees. Such assistance is offered in accordance with the School Fee Assistance Procedure. All discussions and arrangements regarding fees are strictly confidential.
- 2.7. **Notice of withdrawal.** Families are requested to provide written notice of withdrawal of a student to the School Principal. The required period of notice is one term in advance. In lieu of notice one term's fees will be charged.
- 2.8. **Invoicing.** The school fee is considered to be an annual fee and is invoiced to families in four equal instalments over the four terms of the school year. The invoices are sent in the first week of each term and are payable with 28 days of the invoice date.
- Payments can be made by Direct Debit, BPAY, Credit Card (not American Express or Diners Club) or cheque.
- 2.9. **Early bird discount.** Families will be given the option of paying the full year's fee upfront. Should they take up this option and make payment of the full year's fee by 28 February, they will be given an early bird discount of 5% per enrolled student.
- 2.10. **Late payment.** Where the school fee has not been paid by the due date, and no other payment arrangements have been made, a late payment fee of \$20 will be charged to cover administration costs.
- 2.11. **Non-payment.** If the school fee has not been paid by the due date or where an agreed deferred payment arrangement is in default, a letter will be sent as soon as possible reminding the family about the payment and suggesting they make contact with the school if there are difficulties. A short response time, of no more than 14 days, will be given.
- If no response is received from this letter within the time stated, the family will be contacted by telephone to discuss the matter. If this is not affected, or payment is not made, then the account could be passed to a debt collection agency, which may, if directed, commence legal proceedings to recover the fees.
- Once the collection agency has been engaged, families are required to work through the agency for settlement of their account.

Any costs incurred in the debt recovery process will be added to the relevant family's account.

For further information regarding the debt recovery process refer to the Collections Policy.

3. RESPONSIBILITIES

- 3.1. The Board, management, and employees of CHI.L.D., and families with children at The Glenleighden School, are responsible for complying with this policy and related procedures.

4. REFERENCES

- 4.1. Collections Policy (to be developed)
- 4.2. School Fee Assistance Procedure

5. REVIEW

- 5.1. This policy is due to be reviewed two years from the date of approval.