


SCHOOL FEE POLICY

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Responsible Manager	Head of Finance		
Approving authority	Board	Approval date	14-Dec-2020
<i>Peter Seldon</i>	<i>Chair</i>		
Name	Position	Signature	

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. SCOPE

- 2.1. The Board, management and employees of Speech & Language Development Australia (SALDA), and families with children at The Glenleighden School, are responsible for complying with this policy and related procedures.

3. REFERENCES

- 3.1. Collections Policy (to be developed)
3.2. School Bursary Procedure

4. POLICY

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

- 4.2. **Setting the school fees.** The SALDA Board ('Board'), through its Finance Committee, is responsible for determining the school fees 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.

- 4.3. **Inclusions.** The school fees are for enrolment at The Glenleighden School and includes:
- 4.3.1. **Application Fee.** A non-refundable fee will be charged for each school application for enrolment.
 - 4.3.2. **Enrolment Deposit.** The enrolment deposit is payable on accepting placement and reduces the school fees payable. This fee will be allocated to the final terms fees invoice when a student finishes at The Glenleighden School.
 - 4.3.3. **Tuition fees.** Tuition fees assist in the provision of teachers and therapists, learning resources and maintenance of learning spaces.
 - 4.3.4. **Vocational Education & Training (VET) fees.** These fees apply only to Senior School students who participate in VET related activities. Fees are charged per term and assist with the provision of these activities.
- 4.4. **Voluntary fees. Building levy.** The building levy is used to maintain our existing facilities, repay capital loans, and allow for future capital developments at the school. This fee is voluntary but will be charged to all families enrolled in the school at the beginning of the year.
- 4.5. **Additional charges.** Additional charges are applied for one-off educational/excursion opportunities (e.g. swimming lessons, school camp, gym participation etc). These are invoiced separately as they arise.
- 4.6. **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:
- 4.6.1. second child concurrently enrolled – 10%
 - 4.6.2. third child concurrently enrolled – 15%
- 4.7. **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.
- 4.8. **Notice of withdrawal.** Families are required to provide written notice of withdrawal of a student to the School Principal. The period of notice is one term in advance, before the last day of term. In lieu of notice a term's fees will be charged.
- 4.9. **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 within 14 days of the invoice date, unless the family has a direct debit agreement in place, in which case the fees are payable as agreed on the direct debit form.
- Payments can be made by Direct Debit, EFT, or Credit Card (not American Express or Diners Club).
- 4.10. **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. This discount is not available for parents who already receive another discount for the school fees (refer clause 4.6).
- 4.11. **Non-payment.**

- 4.11.1. If the school fee has not been paid by the due date or where an agreed deferred payment arrangement is in default, a letter or email 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 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.
- 4.11.2. Legal costs incurred in the collection of outstanding fees and charges will be recoverable in addition to overdue Account Fees. Any legal costs and any related administrative fees will be added to the account as a separate item.

5. REVIEW

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