



## Fee Policy

### Aims

- A. To keep fees low whilst maintaining educational integrity and growth to enable interested families to have access to an education at our school.
- B. To collect all fees owed in a timely and consistent manner.

### Scope and Application

This policy is available on the school website and is included in the staff induction manual.

This policy applies to:

- A. Board
- B. Employees
- C. Students
- D. Parents
- E. Community members

### Definitions

- A. **Tuition Fee** – The annual fee charged per student to attend KSCS.
- B. **Levies** – Charges per family in lieu of required participation in school jobs.
- C. **Additional Charges** - Charges per student for additional services or products provided.
- D. **Administration Fee** – A non-refundable fee charged per enrolment application to cover administration costs.
- E. **Enrolment Bond** – An amount of money charged per student on enrolment, held in trust to be used against their last term's fees.

### Principles

- A. Fees are an essential part of the school's budget. However, we keep fees and other charges as low as possible to enable families of diverse circumstances to have access to our school.
- B. Levies provide families with a choice. We rely on parent input to defray regular costs such as cleaning, maintenance, and gardening and all families are expected to contribute in this way or pay the relevant levy.

- C. Parents' expertise is welcomed in more specialised areas and all families are encouraged to share their skills and passions with the school community. In this way the students may have many resources and learning experiences.
- D. The prompt payment of fees, levies and additional charges is essential to the functioning of the school, and parents are expected to keep up to date with all payments. The non-payment of fees will be dealt with through the *KSCS Fee Procedure*.
- E. As part of our belief in social justice, we endeavour to support our enrolled families who are struggling to meet their financial commitment to the school through our *Family Support Guidelines*.
- F. Whilst still enrolled at the school, the withholding of services to students shall not be used as a fee collection strategy.
- G. Fees, enrolment bonds, levies and additional charges are reviewed annually.
- H. Fees are not payable during a trial week.
- I. An administration fee is required on application for enrolment.
- J. For families with more than one student enrolled, tuition fees will be reduced for second and subsequent children. Additional charges per student do not attract a sibling discount.
- K. Levies and other additional charges will be invoiced separately from tuition fees.
- L. Levies are charged per family not per student.
- M. Confidentiality of all information pertaining to parents and the payment of school fees will be maintained.
- N. For overseas students: if government funding is unavailable for the student, at the discretion of the Principal, the family will be expected to pay an amount equivalent to any funding lost through their enrolment, in addition to school fees. Enrolment must be less than 3 months.

## **Responsibilities**

### **A. The Board**

1. Monitoring and revising this policy.
2. The financial viability of the school.
3. Determining fees and levies each year.
4. Monitoring and revising the Family Financial Support Guidelines.
5. Determining the number of parent coordinator positions annually.
6. Endorsing the follow up by administration of significant instances of non-payment of fees referred by the Principal.
7. Enacting the revocation of Association membership and/or student enrolment.

### **B. The Principal**

1. Applying the Family Financial Support Guidelines to situations of financial hardship.
2. Approving overseas students.

3. Approving and overseeing parent coordinators.
  4. Meeting with parents who are not meeting their fee payment obligations.
  5. Referring to the Board instances of significant non-payment of fees.
  6. Determining and overseeing additional charges.
- C. Administration Staff**
1. Ensuring parents are aware of fee and levy obligations when enrolling.
  2. Maintaining fee records.
  3. Issuing fee statements, levy invoices and other invoices.
  4. Setting up and monitoring approved payment plans.
  5. Following up non-payment of fees as per the Fee Procedure.
  6. Referring to the Principal instances of significant non-payment of fees.
  7. Maintaining parent coordinator timesheets and records.
- D. Parents**
1. Paying all fees, levies and additional charges due.
  2. Keeping fees paid in advance.
  3. Approaching the school when having difficulty paying fees.
  4. Working within the *KSCS Family Financial Support Guidelines* to ensure fee and levy obligations are met.
  5. Contacting administration staff before any payment plan commitment is likely to not be met, to make appropriate arrangements.
  6. Participating in school jobs and activities, otherwise paying the associated levy.

## **Related Legislation**

- A. Privacy Act 1988 (Privacy Amendment Act 2012)
- B. School Education Act 1999
- C. School Education Regulations 2000
- D. Fair Trading Act 2010

## **Related Kerry Street Documentation**

- A. Procedures and forms including:
  1. Fee Procedure
  2. Debt Collection Procedure
  3. Fee Schedule
  4. Separate Invoicing Authority
  5. Family Financial Support Guidelines

- B.** Policies including:
  - 1. Enrolment Policy
  - 2. Communication Policy
  - 3. Privacy Policy
  - 4. Records Management Policy
  - 5. Remission Policy
- C.** KSCS Constitution
- D.** KSCS Values and Philosophy
- E.** Fee records
- F.** Enrolment Contracts
- G.** Overseas Student Enrolment Contracts

## **Contact Person**

Any enquiries relating to this policy or attached procedures should contact the Principal or school Bursar.

## **Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

## **Authorisation and Review**

- A.** This policy was authorised by the Kerry Street Council on 14-3-05.
- B.** Reviewed on 13/1/06 by meeting of staff and Council.
- C.** Review by 13/1/11.
- D.** This policy was altered by Council on 21/11/07 to enable Council to employ a debt collection agency or take a family to court for non-payment of fees. (Section III D) Authorised.
- E.** This policy was reviewed September 2012.
- F.** This policy was reviewed by Coordinator and Council August 2013.
- G.** Reviewed August 2014. Changes accepted at September Council Meeting by Board and Coordinator.
- H.** Reviewed and accepted at August Council meeting 2015
- I.** Reviewed and Accepted by Council and co-ordinator June 2016
- J.** To be reviewed again June 2017.
- K.** Reviewed July 2019.
- L.** To be reviewed S1 2022.

## **Revision History**

<b>Date</b>	<b>Revision</b>	<b>Detail</b>
February 2019	V.1	Formatting. Policy and Procedures separated.
July 2019	V.2	Reviewed to include Family Financial Support Guidelines and update responsibilities and procedures.
April 2021	V.2.1	Formatted. Policy list updated.