

POLICY STATEMENT

Fees Policy and Procedure

- Rationale: St Martins is committed to an affordable fee structure with Tuition Fees and Government Grants together supplementing the cost of education.
- Aims: The purpose of this document is to communicate to staff, parents, students and stakeholders the College strategy for managing fees within the College.
- **Responsibility:** The Business Manager is responsible for managing this policy.

College leadership and staff are responsible for adhering to the policy.

Finance staff and relevant College staff are responsible for the effective operation of the policy.

Policy: Parents who enrol their children at St Martins Lutheran College have a responsibility to meet the financial obligations associated with the education of their child.

FEES

Application Fee

A \$50.00 per student non-refundable fee must accompany the Application for Enrolment form. This fee does not in any way guarantee that a place will be subsequently offered. This fee is to cover the administration costs involved in processing the application.

Enrolment Deposit

Upon an offer of enrolment, a deposit of \$250.00 per student is required to confirm a place. This deposit is refundable when the student graduates or leaves, after completing at least one year at the College, and there is no outstanding debt owed to the College. The deposit will not be refunded if the place is not taken up.

Tuition Fees

Fees at St Martins include tuition fees, contribution and IT levies and textbook hire (if applicable).

Separate charges apply for school bus transport and additional activities such as competitions, camps and major excursions/school trips.

Payment of Fees

All families are required to complete a Fee Payment Authority prior to the commencement of enrolment. This form will remain current until superseded by completion of a new direction for payment.

Where tuition fees are not paid in advance for the year, regular payments must be maintained to remain at the College. Students whose fees are in arrears at the end of a term will not be able to commence the next term.

Penalties

Where tuition fees are not paid in advance for the year, regular direct deposit payments must be maintained to remain at the College.

Pleasthe Debt Management Recovry Po licy which details payment options and the debt recovery process. Where fees are in arrears at (ge.31&s.)6es1(1d(m31)(ym)1is.)6eao1s must 6)][J-I(th] no commence the next term, unless an arrangement has been agreed with the Business Manager or Principal.

DISCOUNTS

Sibling Discount

Families with more than one child attending the College will receive a sibling discount for each subsequent child. The rate is detailed in the current Fee Schedule. The definition of a sibling is where two or more children have one or both parents in common; a brother or sister.

Annual Discount

application needs to be completed annually, and upon approval the relevant discount will be applied to the family's fee account.

Fee Relief

Fee Relief may be available to families who genuinely desire a Christian education, but who may not be able to afford it. The fee relief provides a discount on regular tuition fees and applications are considered on a merit-based system to ensure the funds are distributed to those in most need.

Applications for fee remission need to be submitted by 31 January each year. To be considered families are required to provide supporting evidence and meet with the Business Manager/Principal as part of the application process. Fee remissions apply for one school year. A new application is required for each new school year. The College reserves the right to review fee remissions during the year (if a family's circumstances change).

PAYMENTS

Building Fund

The Building Fund contributes to key projects within the College that benefit all students. Payments of over \$2.00 or more to the College's Building Fund are tax deductable.

Payment of Fees

All parents and/or guardians are required to complete a Direct Debit Request/Fee Payment Authority upon confirmation of enrolment.

Fees are billed annually in January and payable through a Direct Debit Payment Plan.

Payment options include, weekly, fortnightly, monthly and annually.

Split Billing

Split billing may be available where two or more people living in separate households are responsible for the payment of school fees for a student.

Split billing does NOT avoid joint and several liability for payment of school fees but acts as a way of providing administrative assistance to the separate households. We strongly recommend organising this prior to the processing of school fees, as the College cannot intervene in private matters.

SMOSHC Service

Families who utilise the College's SMOSHC service 9 0 TD- Tc0

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MUSIC TUITION & OTHER ACTIVITIES

Music Tuition Instrumental lessons may be availa

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Split Billing

A Split Billing Request form needs to be completed by all parties. A copy of the signed Request for Split Billing will be issued to all parties and the original kept on file.

Lost/Damaged College Property

Lost or damaged College Property will be charged as soon as practicable from date of loss or damage.

Leave of Absence

On receipt of a <u>Leave of Absence Form</u>, where a student is taking leave of absence from the College for a term or more, 50% of the term tuition fee will be credited to the account.

Termination of Enrolment

On receipt of a <u>Student Exit Form</u>, finance staff will assess whether notice has been provided as per policy. If not, then a term's fees will be charged in lieu of notice.

Related Documents:	Debt Management Recovery Fee Schedule Fee Payment Authority Form Student Exit Form Application for Enrolment Form Confirmation of Enrolment Form School Card Application
	School Card Application
	Fee Remission Application
	Split Billing Request Form

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