

# 2019 FEES AND CHARGES POLICIES AND PROCEDURES

## 1. POLICY

Prince of Peace Lutheran College (hereinafter known as the College) receives funding through recurrent, capital and special purpose grants provided by both the Federal and State governments. These sources of income do not fully cover the operational and capital development costs for the College. Consequently, the College relies heavily upon the income derived from families paying tuition fees, levies and associated charges and contributions to the College Building Fund. Without this income, the College could not provide the quality educational experience offered to our students.

Tuition fees, levies and associated charges are set by the College Council and are reviewed annually.

In keeping with biblical principles, the College aims to be accessible to all members of the community. The desire of the College is to offer an affordable Christian education to all families regardless of individual socio-economic backgrounds.

The College Council will set aside funds (in the form of Sibling Discounts, Bursaries, Scholarships and Fee Remissions) to assist those families who:

- i. would otherwise not be able to provide their children with a Christian education
- ii. experience financial hardships for various reasons for a short period of time

The total package of discounts and level of fee concessions will be reviewed by College Council annually.

This Policy should be read in conjunction with the Prince of Peace Lutheran College Fee Schedule and Enrolment Guidelines. All attempts are made to ensure these two documents are consistent with each other.

## **2. PROCEDURES**

### **2.1 FEES & CHARGES 2.1.1 Tuition Fees and Levies**

The fees for the next College year are detailed in the Fee Schedule and Enrolment Guidelines document which is issued annually and available on the College website. This schedule remains in force until such time as it is reviewed by the College Council.

Annual Resource levies are invoiced at the start of the term. Typical events that the Resource Levy would cover include: excursions, student insurance, competitions, regular sporting activities etc.

Levies for participation in College Camps are charged at the beginning of the term in which the camp is to occur except for Years 6 and 9 for which charges are spread over multiple terms. The amount charged for each camp will vary according to the actual cost incurred for that camp.

When a new student enrolls at the College after the third week of a term, the family will be liable to pay a pro rata fee for that term's tuition fees only. Pro rata does not apply to levies and charges.

#### **2.1.2 Voluntary Building Fund (through the Prince of Peace College Foundation):**

The College has established a fully tax deductible Building Fund. This is called a Voluntary Building Fund donation to enable parents to claim a tax deduction. Receipts are issued for taxation purposes. This fund is used to progress the development of the College for the benefit of its students.

#### **2.1.3 Compulsory Capital Levy per Family**

Separate to the Building Fund, the College imposes a compulsory Annual Capital Levy payable by each family of the College. This levy contributes to the implementation of the College capital programme. This levy will be invoiced each term in the Term Fee account (payment will be divided equally over the four terms). This levy is not tax-deductible.

#### **2.1.4 Application Fee**

An Application Fee (please see Fees Schedule and Enrolment Guidelines) is charged at the time of lodgement of an enrolment application. The application will not progress until the Application Fee has been paid. A family limit applies to this Application Fee when all siblings are enrolled at the same time and paid as a lump sum. This fee is non-refundable.

### **2.1.5 Confirmation of Enrolment Fee**

A Confirmation of Enrolment Fee is levied for each child offered a place at the College. It is paid at the time the family formally accepts an Enrolment Offer.

A family limit applies to this Confirmation Fee. This fee is non-refundable.

### **2.1.6 Enrolment Bond**

When an Enrolment Offer is made, payment of an Enrolment Bond (please see Fees Schedule and Enrolment Guidelines) will be required to secure acceptance. This Bond is held by the College until the student graduates from the College (or leaves the College to go to another school, whichever is sooner).

The enrolment bond will not be refunded if a place is accepted but then the parent subsequently withdraws their application prior to the first day of the term before the child is due to start at the College.

The Bond will be held pending payment of all outstanding fees, charges and levies due and on the return of textbooks and College equipment, including costs incurred where due notice has not been received in writing by the College on the departure of a student (please see 2.1.9 Notice of Withdrawal of Students).

A family limit applies to this Enrolment Bond.

If there is a remaining sibling the enrolment bond may be transferred to the remaining sibling where a bond is being held which is lower than current applicable bond levels.

Upon written request, enrolment bond refunds will be made when the last student of the family leaves and after all financial obligations have been paid in full, including the return of all textbooks and College equipment.

If a request for refund is not received in writing by the College within 6 months of the last student leaving the College, the enrolment bond will be deemed a donation to the College.

### **2.1.7 Parents and Friends Association Levy**

The Parents and Friends Association administer an annual levy per family. This money is used to provide capital in their 'Grounds/Maintenance' account.

### **2.1.8 Nominated Persons**

At the time of making application for admission of students to the College, parents/caregivers/guardians are to sign the Application for Admission Form. Accounts will be directed to the nominated mailing address which is to belong to one of the signatories. Families are expected to keep their contact details current for this purpose.

Where a person, other than one of the signing parents/caregivers/guardians, is accepting responsibility for payment of fees, charges and levies for a student, a separate agreement must be signed by that person before enrolment is accepted. Parents/caregivers/guardians will need to sign that they recognise they are still jointly and severally liable should the third party default on the fee payments. They are responsible for keeping the College informed of the mailing address of such third parties.

Parents/caregivers/guardians must inform the Head of College of any substantive changes in the family arrangements as they occur, on and from the signing of the Application Form (eg. change in marital status; divorce, separation, formal care arrangements, guardianship, court orders, etc.).

### **2.1.9 Notice of Withdrawal of Students**

*(charges associated with inadequate notice of withdrawal)*

Parents are required to give written notice (verbal notice is not acceptable) to the College if a student(s) is to be withdrawn from the College. At least one full term's notice (i.e. no later than the first day of the term at the end of which the student is to be withdrawn) is required (excluding holidays) or the following term's fees will be charged in lieu of notice.

Should a student(s) be withdrawn from the College during a term without one full term's notice, fees will be due and payable for the whole of that term and the following term. The term's notice will not be pro-rated.

This fee represents an estimate of loss likely to be incurred by the College due to cancellation of the enrolment.

Notice of withdrawal for the following year must be received no later than the first day of Term 4. This requirement does not apply to students leaving at the end of Year 12.

### **2.1.10 Fees Payable When Student Asked to Leave**

In the case of a student being asked to leave the College a full term's fees are payable – there can be no reduction or pro rata. All annual charges for a student's final term are payable in full, i.e. capital levy, resource levy, books & stationery.

## **2.2 PAYMENT OF ACCOUNTS**

### **2.2.1 Issuing Accounts**

Annual tuition fees and annual resource fees will be sent to Parents for payment on College fee invoices. The fee invoices will be issued on four occasions throughout the year: normally in the week prior to the start of Terms 1, 2, 3, and 4.

### **2.2.2 Payment of Fees, Levies and Charges**

All College fees, levies and charges are due and payable by 14 days following the date of invoice unless alternative payment arrangements have been made with the Business Manager or Head of College.

In order to assist the College's cash flow and ensure expenses are able to be paid when they fall due and to help Parents with their household budgets, the College requires all Parents for 2014 and beyond to complete direct debit forms to cover the yearly tuition fees, levies and charges.

Prior to commencement of studies and at the start of Term 1 each year, Parents are to supply a completed direct debit form to the College so that funds may transfer from the Parents' bank account/credit card to the College's bank account to cover the yearly tuition fees and charges.

The frequency of the direct debit may be nominated by the Parent as follows:

- In 22 fortnightly instalments between February and November inclusive;
- 10 monthly instalments by periodic payment during each month between February and November inclusive;
- Quarterly instalments by periodic payment - February, April, July and October;
- As an annual lump sum by the end of February.

Exact dates will be included on the Direct Debit Calculator.

Early establishment of a direct debit will ensure that fees are spread over the longest possible term and keep regular payments as low as possible.

Any family that has not paid their invoiced fees in full by the due date and that has not already made alternative arrangements must contact the Business Manager to negotiate an acceptable payment arrangement to ensure continuity of enrolment.

### **2.2.3 Deferred Payment**

All requests for late payment or deferred payment will be treated in the strictest confidence. The College expects that details of any agreement established between the family and the College will be kept in strict confidence.

Approval must be obtained prior to the due date for payment if a late payment or a deferred payment option is being sought. Consideration of such a request will be undertaken by the Head of College in consultation with the Business Manager and the family will be advised promptly of the outcome. The following procedures will apply:

- Initial requests must be made in writing to the Head of College and/or the Business Manager or emailed to [fees@princeofpeace.qld.edu.au](mailto:fees@princeofpeace.qld.edu.au)

- Where approval for late payment is requested, the applicant should explain the circumstances leading to the request for extension of time to pay and include a proposed, achievable date for final settlement of that invoice. If approved, the new date will become the due date and will be treated as such in the College collection process.
- Parents must inform the College, in writing, of any changes to their circumstances that will affect an arrangement that is in place. A subsequent application may be requested by the College.

An extension request beyond the amended agreed date must include the basis for why such an application should be approved i.e. what has changed from the previous approval that has now made the revised date 'unachievable'.

Should a family believe that circumstances have arisen that will prevent them from paying all, or part of the invoiced fees, they should make an appointment with the Head of College to discuss the situation as a matter of urgency.

Failure to comply with the above process could jeopardise the student's continued enrolment at the College and result in an outstanding invoice being referred to a debt collection agency for recovery.

## **2.3 FEE ARREARS AND COLLECTION**

### **2.3.1 Late Payments**

Outstanding accounts will attract an administration fee of \$50 per month or part thereof, for each month the account is overdue.

If payment in full is received after the enrolment has been terminated the family may reapply for enrolment. This application for enrolment will be treated as a new application and will be subject to the same terms and conditions of any other enrolment application received.

## **2.4 CONCESSIONS, REMISSIONS, BURSARIES AND SCHOLARSHIPS**

### **2.4.1 Concessions (Discounts)**

Where three or more siblings are enrolled at the College a concession on tuition fees is offered for those and subsequent children enrolled. The Council will determine annually the nature of any sibling discount concessions to be offered for the approaching school year.

An annual payers discount is available where tuition fees are paid in advance for one year. Payment must be made by the due date to attract said discount. The rate and due date will be reviewed annually.

### **2.4.2 Bursaries and Fee Remissions**

The College will make available a limited number of bursaries, on the basis of financial need, to students from families who are members of Christian congregations. Applicants must produce a letter from their minister on church letterhead confirming this. The bursary is a fixed amount.

Where a parent has applied for, and received written approval for fee remission, the amount of remission will be credited to their account as a remission. Any balance of fees due will form the fees account and be subject to policy as stated for other fee accounts.

Where the balance of fees payable after application of the remission is not paid by due or agreed date, the College retains the right to reverse the fee remission.

Discounts will not be applied for families receiving fee remission. A family may only receive fee remission or a discount but not both.

### **2.4.3 Scholarships**

From time to time the College may offer scholarships to students enrolled at the College, or who are intending to enrol. These scholarships will reduce the tuition fees to be charged for the student. The balance of payments due with a scholarship will form part of the fees account and is subject to the same policy for other fee accounts.

## **2.5 REFUNDS**

### **2.5.1 Absence from school**

Where a student has a prolonged absence through illness or other reasons, Parents may apply in writing for a rebate on fees. The following shall apply based on the principles that the College would be holding a place for that student and that the College still needs to employ the teacher who would be supplying support through the absence:

A rebate will be applied: 25% pro rata per term (based on number of weeks in that term, e.g. termly fee = \$1500; 10 weeks in term = \$150/week @ 25% = \$37.50)

Annual charges are payable as normal.

Wherever possible, every endeavour will be made to support the student with school work whilst absent through illness. Where a student has a prolonged absence for reasons other than of illness e.g. overseas travel etc., the following shall apply:

- Less than one term absence - normal fees.
- More than one term absence - whilst the student remains enrolled he/she is charged 50% of normal tuition fees. The resource levy is waived but all other annual fees are charged in full.

### **2.5.2 Refunds - Camps**

Refunds on prepaid events are not automatic. Refunds will be considered for sickness or injury on a case-by-case basis.

### **2.5.3 Refunds – Enrolment Bonds (refer 2.1.6)**