

FEE BILLING AND COLLECTION POLICY

1. RATIONALE

- 1.1** St John's Lutheran Primary School Ltd aims to provide a comprehensive and high-quality education program which challenges students to achieve academically, spiritually, and to develop emotional resilience. The School aims to be educationally and organisationally innovative. Extensive facilities, diverse resources and expanding technologies support teachers to work collaboratively to ensure the students are learners with a commitment to excellence across all endeavors. The School Board, through its governance and policy oversight, ensures the School meets its goals and remains financially viable. It has developed this Fee Billing and Collection Policy to provide guidance and a framework for the setting and collection of fees, particularly to support those families who contribute and have contributed over many years to the development of a successful Lutheran school.
- 1.2** Families choosing to send their children to this school understand and accept a commitment to pay the school fees and charges billed to their account.
- 1.3** All families are expected to make full and regular payments in accordance with the fee schedule.

2. DEFINITIONS

2.1 School Fees

Refers to all tuition charged by St John's Lutheran Primary School Ltd from time to time unless otherwise stated.

2.2 Payment Plan

Refers to a formal agreement between the account holder and St John's Lutheran Primary School. The agreement will contain agreed payment terms such as the amount and term of the plan. Direct Debit arrangements through Centre pay are considered a formal payment plan.

3. RESPONSIBILITIES

- 3.1** The management of fee billing and collection is the responsibility of the Business Manager.
- 3.2** The decision to deviate from standard policy and procedure rests with the Principal, on behalf of the School Board.

Praise. Love. Serve.

4. IMPLEMENTATION

4.1 Determination of Fees

4.1.1 While the Commonwealth and State Recurrent Grants provide some income for the School, the other major source of income is from school fees. The school fees enable the School to provide relevant programs, specialised resources and qualified staff. The payment of school fees is the shared responsibility of all families.

4.1.2 School Fees are charged per student and include tuition fees.

4.1.3 School Fees do not include uniforms.

4.1.4 School Fees are set annually by resolution of the School Board .

4.1.4.1 The fees may be varied by resolution of the School Board.

4.1.4.2 Families are officially advised of any fee change/s.

4.1.4.3 Sibling discount percentages are set by the School Board .

4.1.5 Other charges, such as instrumental music tuition, extra-curricular activities etc., are reviewed regularly and determined by the Principal.

4.1.6 Each parent/guardian is jointly and severally liable for all fees, levies and any other charges.

4.1.7 Termination of the enrolment contract for any reason other than those outlined within the said contract must be advised in writing with at least one full term's notice.

4.2 Fee billing cycle and payment due dates

4.2.1 Fees are billed and payable in advance.

4.2.2 Each term's fees are due no later than the third Friday of each term.

4.2.3 All fees for the year are to be paid in full by 15 December of that year unless otherwise arranged with the Principal.

4.2.4 Annual Levy is non-refundable.

4.2.5 A student may not be permitted to commence a new school term at St John's Lutheran Primary School unless the school fees for the previous term have been paid in full or parental/guardian contact with the Business Manager has been made. The School Board , through the Principal, may grant an extension of time if there are extenuating or exceptional circumstances. St John's Lutheran Primary School reserves the right to withhold School Reports should fees remain unpaid at the end of the school semester.

4.3 Fee Collection

Praise. Love. Serve.

- 4.3.1** School fees, and other monies due to the School, can be paid by cash, credit card (Visa or Mastercard), EFTPOS, BPay or Direct Debit.
- 4.3.2** When school fees remain unpaid by the due date, the School will communicate with the family to make appropriate arrangements for payment of any overdue fees.
- 4.3.3** In the interest of social justice and equity for the fee burden across all families, if an account becomes overdue and the family has not made contact with the School to discuss their situation or make arrangements for payment, then it will be deemed that a commitment to meet the debt is not evident and the School will initiate procedures to recover the debt, which may include the use of the School's Commercial Agent.
- 4.3.4** If the account owing to the School becomes overdue and is referred to a commercial agent for collection proceedings, parents will be charged all expenses incurred by the School with its Commercial Agent.
- 4.3.5** To protect the financial base from which the School operates, families are required to make arrangements with the Business Manager if a family's account balance exceeds the equivalent of one semester's total fees.
Arrangements must be made to reduce the debt immediately and manage future payments. Failure to make contact will result in the account being referred to the School's Commercial Agent.
- 4.3.6** Should a family fail or refuse to make arrangements for payment with the Business Manager, the Principal has the discretion to exclude a student, permanently or temporarily, from the School or School events.
- 4.3.7** The School reserves the right to limit or deny participation in optional programs, such as interstate events and functions that incur user pays charges if school fees are in arrears.

4.4. Fee Concession

- 4.4.1** The School may, at times, grant arrangements whereby families can make reduced but still regular payments during a period of financial difficulties by entering into an agreed payment arrangement. This is normally reviewed within 6 months with the expectation of a return to higher payments to achieve full payment of the total fees.
- 4.4.2** Families, who are experiencing ongoing financial hardship, may apply for a reduced payment (Bursary) plan on tuition fees only.
- 4.4.3** A reduced payment (Bursary) plan may be granted provided that the family meets the criteria and commits to, and makes regular payments towards the levy and any outstanding balance.
- 4.4.4** If granted, the agreed (Bursary) plan will be applied to a period not exceeding the current school year.
- 4.4.5** A reduced payment (Bursary) plan is normally for one year and is not provided for more than 3 consecutive years.

Praise. Love. Serve.



ST JOHN'S
LUTHERAN
PRIMARY SCHOOL
PRAISE LOVE SERVE

5. REFERENCES

- ☐ Fee Schedule and Fee letter

Date: September 2024

Next review date: 2029

Praise. Love. Serve.

St John's Lutheran Primary School Ltd. ACN 649 939 864

43-55 Trangmar Street, Portland VIC 3305

03 55233 833 admin@stjohnsportland.vic.edu.au www.stjohnsportland.com.au

