TUITION FEES POLICY

1.1 Fee Invoices

“Fees” include tuition fees, levies, charges and other costs associated with the child’s education.

The School Council reviews and sets the fee schedule each year.

Fee invoices are issued in the first week of each term. Fees are due in full 14 days after the date of invoice for the term in which they are charged. Prompt payment of fees helps the cash flow of the school to meet operating costs and therefore reduce borrowing expenses.

Parent(s) and/or Guardian(s) are jointly and severally liable for all payments of all fees as defined above, as well as any other fee or charged imposed by the School.

1.2 Alternative Payment Arrangement

Where the parent(s)/guardian(s) of a student can not pay their fees in full by the due date they should approach the Accountant, Business Manager or Principal as soon as possible, but not later than the due date, and complete an Application for Alternative Payment Arrangement Form. Each application will be considered on a case-by-case basis and the parent(s)/guardian(s) will be notified in writing whether the alternative payment arrangements have been approved. The Alternative Payment Arrangement must include a payment plan that pays off all outstanding debt and all future debt within the year the debt is incurred. The Alternative Payment Arrangement must also include a Direct Debit with the school to ensure that the outstanding debt is paid in full within the year it is incurred.

Whilst the school does not wish to be placed in a situation where we must consider suspension of an enrolment, in the case of school fees not being paid or an Alternative Payment Arrangement not being put in place and maintained, it is regrettable that the school will be forced to suspend the enrolment/s of your children until such time as the outstanding debt is paid in full. We trust that this will not be the case and that most parents of our students will appreciate the necessity of maintaining a healthy cash flow and a vibrant and viable school community, as it is our children who benefit.

An administration fee of $50 will be charged to accounts that fall overdue (i.e. are not paid within 14 days of issuing of the fee invoice) and do not have an approved Alternative Payment Arrangement, which is being maintained.

1.3 Changes in the Relationship between Parents/Guardians

Parents/guardians must inform the Principal if there is a change in their relationship with each other (e.g. divorce or separation) since the completion of their application form. If any change regarding
responsibility for Tuition Fees is proposed this should be communicated to the School in writing by the person who is proposed to assume obligation of the paying of school fees.

The School does not split the tuition fees for separated parents. However, the fee invoice can be sent to both parents with their respective names on it and when payments are made, the surname of the parent making the payment is recorded so that it is visible on the statement.

1.4 Building Fund

Donations to the Building Fund are tax deductible and assist the school with the cost of construction and maintenance of buildings. The suggested amount per family is $320 per annum. For parents choosing to donate $320 or more to the Building Fund the school will waive the Facilities Levy of $200 per family.

1.5 Fee Relief

As part of our ministry of care, Good News Lutheran School seeks to assist parents who experience genuine financial hardship. Requests for Tuition Fee Relief must be submitted on the Tuition Fee Relief application form. As all fee relief approvals are limited to a specific year and student(s), any Tuition Fee Relief sought for subsequent years or students necessitates a new application. The request is submitted to the Principal who gathers sufficient information to assess requests on the following criteria:

• Economic contribution to School in relation to capacity to pay;
• Student contribution/potential contribution to academic or other fields;
• Capacity of fee relief budget to meet the concession required; and
• Equitable distribution of Fee Relief recipients across grades.

Applications are usually reviewed and determined as a block as part of the budget process for the following year. Applications received subsequent to this process due to changed circumstances of existing families are considered on a case-by-case basis.

Hardship Relief on tuition fees is only available for existing families who are experiencing significant short term financial difficulties and will be reviewed regularly. It is not intended as a permanent solution. Families that can no longer afford to pay tuition fees need to make other arrangements for their child/ren’s education.

Provision of fee relief is contingent upon the remainder of fees owing being paid by the due date or an Alternative Payment Arrangement being put in place and maintained to ensure the remainder of fees and any future fees incurred, are paid in full within the year they are incurred. A Direct Debit with the school is a prerequisite of any Alternative Payment Arrangement. Should outstanding fees not be paid, your child’s enrolment will be immediately suspended until such time as fees are paid in full. If your child/ren do not return to the school and the debt is not paid, the outstanding account will be handed over to a collection agency for recovery (including all additional legal charges and fees incurred in this process).

In addition, our school staff have established the “Good Samaritan Fund”. Staff donations to this fund are used to assist in paying camp fees and class activities for students of parents experiencing significant financial difficulty. If you find it genuinely difficult to meet the cost of a planned school camp or class activity, please talk to the Principal, Deputy Principal or Accountant.