

## **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. Without this income, the College could not provide the quality educational experience offered to our students.

Tuition fees 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 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 will be reviewed by the 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. PROCEDURE**

### **2.1 FEES & CHARGES**

#### **2.1.1 Tuition Fees**

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.

Fees are inclusive of all compulsory curriculum related activities where a whole class, year level or the whole College is involved. Prince of Peace Lutheran College does not charge any additional fees for camps, subject levies, textbook hire, yearbook, locker hire or student insurance.

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.

#### **2.1.4 Enrolment Application Fee**

An Enrolment Application Fee (please see Fees Schedule and Enrolment Guidelines) is charged at the time of lodgment of an enrolment application. The application fee must be paid at the time of submission for the application to be assessed. This fee is non-refundable.

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

When an enrolment offer is made, the Enrolment Confirmation Fee is to be paid to secure each enrolment. 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, bus charges 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).

If there is a remaining sibling, the enrolment bond may be transferred to the remaining sibling's fees.

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 a 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.

## **2.1.8 Nominated Persons**

Parents/caregivers/guardians are required to complete an Enrolment Contract for each student. 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 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**

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 the 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.

## **2.2 PAYMENT OF ACCOUNTS**

### **2.2.1 Issuing Accounts**

Annual tuition fees will be issued prior to the commencement Term One. Fee statements are emailed to the parents via the College payment system.

### **2.2.2 Payment of Fees**

All College fees are due and payable 14 days following the date of the statement unless alternative payment arrangements have been communicated with the College.

Prior to commencement of Term 1 each year, Parents are to advise the College their intention to pay fees for that year. Payment options are annual payment through the college, any other payment plans are through our partnered provider Edstart.

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 an 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 Non-Payment of school fees by the due date**

Where fees are not paid by the due date, they will be considered overdue. Parents who are unable to pay by the due date are expected to contact the College to make alternative arrangements.

### **2.3.2 Fee Collection**

Parents who do not meet payment deadlines will be contacted to make suitable arrangements. Failure to pay fees may result in your account being referred to the College Debit Collection agency, which attracts additional charges and debt collection administration fees of up to 15%.

## **2.4 DISCOUNTS**

### **2.4.1 Sibling Discounts**

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

### **2.4.2 Annual Payment Discount**

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

### **2.4.3 Fee Relief**

The College will make available a limited amount of funds each year, on a means tested basis, to students from families who are experiencing financial hardship. Families receiving Fee Relief accept that relief is intended to be for short-term unforeseen circumstances of financial hardship.

### **2.4.4 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, wherever possible, every endeavor will be made to support the student with schoolwork whilst absent. Where a student has a prolonged absence Parents may apply in writing to the Head of College (via [fees@princeofpeace.qld.edu.au](mailto:fees@princeofpeace.qld.edu.au)) for consideration to be given the level of fees charged.

### **2.5.2 Refunds - Camps**

Fees are fully inclusive of all compulsory related activities where a whole class, year level or the whole College is involved. The College does not provide refunds for non-attendance at camps.

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