

GEELONG LUTHERAN COLLEGE

“Growing in knowledge and faith through Christ-centred learning”

**Policy Document
TUITION FEES****Definition**

- *College:* Geelong Lutheran College, St John’s Lutheran School and St John’s Lutheran Kindergarten.

Rationale

- Funding for the College is derived from three main sources:
 - the Commonwealth Government;
 - the State Government;
 - tuition fees.
- Funding for St John’s Lutheran Kindergarten 4/5 year old group is derived from two main sources:
 - the State Government;
 - Fees.
- The funding given to independent schools is considerably less than that given to state schools - therefore the charging of tuition fees is necessary.

Aims

- To keep tuition fees to a minimum without sacrificing quality.
- To make education at our schools and Kindergarten as accessible as possible to those who desire it.

ImplementationFee Determination

- An independent school, although partly funded, is not a free service and relies on fee collection to cover staff salaries and running costs.
- The Tuition fees for both the School and Kindergarten are determined by the College Council and reviewed annually.
- A voluntary building fund donation is payable as a component of the Term fee statement, and therefore is tax deductible.
- The same Tuition fee will apply for school aged students in any year level from Prep to Year 6.
- Secondary Tuition Fees are tiered every second year at Years 7 & 8, at Years 9 & 10 and Years 11 & 12, to accommodate the increased tuition expenses for those year levels.
- The fee payer will be informed of fees in the year prior to commencement.
- Compulsory activities, such as school camps are included in the tuition fee.
- Additional optional activities are charged as they occur and are determined based on the cost of the activities to the College.
- Subject levies, additional to tuition fees, are applied to elective subjects that have high material or other cost.

Discounts

- A discount may be offered on Fees if they are paid in advance for the whole year. Payment must be made within 1 month of the commencement of the school year.

- Second, third, fourth & consecutive children in the same family shall receive discounted fees. This amount is to be determined annually by School Council. This does not apply to kindergarten students.

Application and Enrolment Fees

- A non-refundable application fee shall be payable on the lodgement of enrolment forms of each child. This fee is to cover administration costs and is not deductible from future fees.
- A deposit will be required for each child when accepting a position offered at the College and/or Kindergarten. This amount is non-refundable, but will be deducted from the first fee account they receive at the time they commence School/Kindergarten.

Fee Payments

- Term Fees will be payable in advance by the end of the second week of each term.
- Alternative arrangements for late payment, or payment in instalments during the term, must be discussed with and agreed to by the Principal, the Business Manager or the Accountant.
- Payment methods are identified on a “*Parent Information about School Fees*” sheet that is sent out each term. Unless otherwise approved payment of Term Fees will be by direct debit.

Kindergarten Fee Subsidy (KFS) – KINDERGARTEN-AGED CHILDREN ONLY

- See the Kindergarten Fees Policy.

Outstanding Fees

- All outstanding school fees must be finalised by the close of the School’s financial year (31 December). Ongoing enrolment may be withheld for students from families with fees outstanding at the end of a school year. Final decision rests with the Principal.
- A Procedure for the collection of outstanding fees will be used in the case of:
 - The fee payer has not paid the fees by the due date;
 - The fee payer has not signed and agreed to a payment plan;
 - The fee payer has missed a payment as per the agreed payment plan.
- Services of a Debt Collection agency may be engaged should there be ongoing payment issues. All costs associated with a debt collection agency are to be borne by the fee payer.
- Any exclusion from the School for unpaid fees shall not remove the responsibility for payment of all fees.

Changes to Fee Payer Details

- Any changes to the Fee Payer details (for example the name of the responsible person and address) should be communicated to the School in writing as soon as the change takes effect. In some instances, a new Enrolment Contract will be required.

Short Term Leave of absence from the School or Kindergarten

- Normal fees are charged during periods of absence from the school (eg holidays, overseas travel, etc) irrespective of the period of absence. No undertaking will be given by the School as to the availability of a place for students from families with fees outstanding as a result of periods of absence.
- In the case of extended illness, each request is assessed individually and will be based on the circumstances of that request.

Withdrawal from the School and/or Kindergarten

- If a child is to be withdrawn from the College and/or Kindergarten, parents are required to give one term's notice, or one term's fees in lieu of such notice.
- Notice must be provided in writing.

Unfair Treatment

- If a fee payer feels that they have a grievance or believe they have been unfairly treated, they should be advised to follow the School Grievance Policy. A copy of the Grievance policy will be provided and assistance offered if requested.

Review

- This policy will be reviewed as part of the College's five-year review cycle.

