



## **Fees Policy**

Korowal School aims to charge sufficient tuition and non-tuition fees to cover all costs necessary to implement our small scale education model and enable the delivery of a fully resourced Korowal education experience to each student.

From 2014 onwards, with the exception of fees paid annually or in advance for a term or terms, the School requires that each term's School fees be paid in accordance with an agreed payment schedule.

## **Procedural Guidelines**

When enrolling their child, the School ensures that all parents/guardians are fully informed of our fee structure and payment processes, and that we offer alternative payment schedules to accommodate their needs. The enrolment forms signed by parents/guardians should also be regarded as a binding contract to pay School fees for their child. A copy of the enrolment form, once signed, is given to the parents/guardians.

It is a condition of ongoing enrolment that parents/guardians make a commitment to honour their moral and financial obligation to pay on time the School fees for their child by the end of each School term. Parents/guardians are made aware that the School appreciates the effort and commitment made by parents/guardians to pay fees on time.

It is the responsibility of parents/guardians to bring to the School's attention if they are experiencing difficulty in paying fees, and to make every effort to make their own arrangements to bring their fees account up to date at the earliest possible time. If parents/guardians are anticipating some short-term disruption to meeting their agreed regular payment schedule, in the first instance they should contact our School Finance Officer. The School's Business Manager is available by appointment should parents/guardians require further discussion of their ongoing ability to pay their child's fees.

Where full fees are not paid within the term of invoicing, then a penalty of \$150 will be invoiced on the next term's account. So, where fees are not paid in full by end of each term in a School year, a penalty of \$600 will apply.

In addition, where at the end of the School year any fees are in arrears, parents/guardians will be required to attend an interview with both the School Principal and Business Manager before the commencement of Term 1 in the next School year. The ongoing enrolment of students whose fees remain outstanding at the end of the School year will be reviewed.

Fees are reviewed annually by Korowal School Council to keep pace with increasing costs, although every effort is made to keep increases to a minimum. The School Council commits to communicating fee increases in a timely manner so as to allow parents/guardians to adjust their family budget for their child's education costs.

All financial matters between the School and parents/guardians will be treated confidentially between the parties concerned.

All matters relating to invoicing and collection of tuition and non-tuition fees will be managed equitably and in accordance with policies approved by Korowal School Council.

## **General Information**

### **Fees and Charges**

Please refer to our 2014 Schedule of School Fees for details of fees applied for each class year, including details of sibling discounts.

An entire term's fees and charges become due by the end of week 2 of each term unless payment is being made in accordance with agreed payment schedule, and will be billed on quarterly, monthly, fortnightly or weekly basis. Prior to the commencement of the School term, our School Finance Officer will contact each parent to establish the preferred payment schedule to apply to their account for the School year.

Fees invoices are issued for each of four terms per year, and will be issued two weeks prior to commencement of term so as to assist parents/guardians in planning their budget for payment of School fees within stipulated dates for payment for each term.

Unless fees are paid in advance at the commencement of each term, semester or year, School fees must be paid by Credit Card or Direct Debit Agreements or via the School's online payment system, and in accordance with the agreed payment schedule.

Where missed instalments are not rectified promptly by parents/guardians, the School at its discretion may apply a late payment fee of \$10 per missed instalment. Parents/guardians are reminded that late payment of agreed scheduled payments incurs the time of School staff which could be of greater benefit if applied to School educational activities.

A student enrolling at the School during a term will be charged only for the remaining weeks of the term of enrolment.

Where sibling discounts are applicable, adjustments are made according to the number of siblings currently enrolled i.e. in a family of 3, when the oldest child leaves, the remaining siblings are counted as 1<sup>st</sup> and 2<sup>nd</sup> child, not 2<sup>nd</sup> and 3<sup>rd</sup>.

An expelled student is liable for four (4) weeks' fees whether or not the student remains at the School for the entire four weeks.

One term's notice in writing during term time, to be given to the School Principal, is required when a student is to be withdrawn from the School. Failure to do this will attract a penalty charge equivalent to one term's fees in lieu of notice. This amount represents the School's reasonable estimate of the loss of School fees incurred if we do not receive reasonable notice.

Parents/guardians will be held responsible for the cost of replacing or repairing property lost or damaged by their children beyond normal wear and tear. This includes windows, books and furniture. These charges will be estimated by the School and are payable as incurred.

When a child leaves the School, all library and text books must be returned or the School will invoice the parents/guardians at replacement cost.

## Acceptance Fee

A non-refundable acceptance fee of \$1,000 is payable on the offer of enrolment. This fee is charged per child up to a family maximum amount payable of \$2,000.

- Acceptance fees for past students of Korowal School:

Parents/guardians who are past students of Korowal School who attended the School for more than five years are eligible for a discount of 50% of the applicable acceptance fee in the first year of their child's enrolment. This discount will apply in the absence of any other concession applying to their child's School fees, other than sibling or early payment discounts.

- Acceptance fees for staff of Korowal School

An acceptance fee of \$500, up to a family maximum of \$1,000, applies to the children of current staff members who have worked for Korowal School for more than one year in permanent employment.

## Enrolment for Short Period

When the School accepts enrolment of a student for a specific short period, i.e. not a full School year, fees will be charged and payable as follows.

The short enrolment period will be specified in weeks and the School will determine both tuition and non-tuition fees to be invoiced for the specified period. The total amount of these fees will be payable in full before enrolment commences and is not refundable.

In addition, an acceptance fee of \$1,000 is payable per child before enrolment commences. At termination of enrolment, the School will retain \$250 per term for each term (*or part term*) of student attendance and the balance of the acceptance fee will be refunded, providing all other tuition and non-tuition fees have been paid. The amount to be refunded will be calculated by the School.

## Technology Charge

A charge of \$30 per term for information technology will be charged for each secondary student. This charge assists the School in meeting the costs of providing each high School student with internet access, site filtering, computer hardware and software and general IT support for their studies.

## Discount on fees paid in advance – current School year

Where annual fees are paid in full by Friday of Week 1 of first term, a discount of 5% will be applied.

A discount of 2% applies to half yearly fee payments made two terms in advance ie. where fees for the next two terms are paid by the Friday of week 1 of first, second or third term.

These discounts are applied only to the tuition fees component of fees invoices.

Where fees are paid in advance, the School will issue a revised invoice indicating the amount of discount applied.

## **Discount on Payment in Advance – Future School Years**

The School will also allow discount on fees where future year fees are paid in advance either by annual payment, payment for a number of years, or lump sum prepayment.

Where fees are paid a number of years in advance, by the end of October in the preceding School year, they will be invoiced at the fees applicable to the *year of payment* in respect of the child's next *year of enrolment*. For example, where a grandparent pays fees by October 31, 2013 for a grandchild who will attend Year 4 at the School in 2014, they will pay the 2013 fees applicable to Year 3.

Please note that this arrangement will not apply where a student moves from Year 6 to Year 7 at the School.

To qualify for this discount acceptable methods of payment are cheque or direct funds transfer to the School's bank account, i.e. no credit card payments.

This advance payment facility allows other family members eg grandparents to contribute to the child's education costs, including a fixed sum contribution, and may be of benefit in providing a tax-free benefit to savings/funds that would otherwise be invested elsewhere.

## **Non-Payment of Fees**

It is important that parents/guardians co-operate by making every effort to pay their child's School fees. However, where the School determines that a parent's fees account is in significant arrears, and the parent has not advised their intention to rectify their account arrears, the School will follow the process outlined in our Debtor Review Procedure. This procedure has dual aims of collection of the fees outstanding and continuation of a child's place at Korowal School.

## **Debtor Review Procedure**

When a parent debtor account is in significant arrears at the end of the term, the School will initiate communication with the parent debtor and also give notice in writing that payment of the outstanding fees is required within fourteen days.

If full payment of the outstanding balance is not received within fourteen days, then the School will commence its formal debtor review process, which requires the parent to provide financial documentation to the School as evidence of their intention and financial capacity to pay School fees. Financial information required by the School is itemised on a Financial Information Form, which will be issued by the School office.

In addition, a compulsory interview with the School's Bursar/Business Manager will be arranged for the purpose of reaching agreement for settlement of outstanding fees. This interview will be scheduled at a mutually agreeable time; generally a week after the School receives all required financial documentation.

It is the School's prerogative to refer outstanding debt to an external debt collection agency. Any costs incurred in external debt collection will be on-charged to the parent, and in the first instance, will be deducted from refundable security bonds, if applicable.

This debtor review process will aim for an outcome of continuing enrolment of the student. However, the Business Manager will report the outcomes of debtor review process to the

School Principal and Korowal School Council who will decide on whether student enrolment will be terminated due to non-payment of fees.

Policy reviewed	October 2016
Next review	October 2017
Signed: 	