



Fee Billing and Collection Policy

Contact Person/s: Business Manager

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1. Rationale

- 1.1. Immanuel Lutheran College is a Prep to Year 12 college. It provides a comprehensive and high quality education program which challenges students to achieve academically, spiritually and to develop emotional resilience. The College 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 endeavours. The College Council, through its governance and policy oversight, ensures the College 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. Scope

- 2.1. This procedure applies to all families enrolled in the College including current and past staff.

3. Reference

- 3.1. Fee Schedule.

4. Definitions

- 4.1. *School Fees*: Refers to all tuition and levies charged by Immanuel Lutheran College from time to time unless otherwise stated.
- 4.2. *Formal Payment Plan*: Refers to a formal agreement between an account holder and Immanuel Lutheran College. The agreement will contain agreed payment terms such as the amount and term of the plan. Direct Debit arrangements through Westpac Payway are considered a formal payment plan.

5. Responsibilities

- 5.1. The management of fee billing and collection is the responsibility of the Business Manager with certain responsibilities being delegated to Business Office staff.
- 5.2. The decision to deviate from standard policy and procedure rests with the Principal, on behalf of College Council.

6. Policy

6.1. Determination of Fees

- 6.1.1. While the Commonwealth and State Recurrent Grants provide some income for the college, the other major source of income is from school fees. The school fees enable the College to provide relevant programs, specialised resources and qualified staff. The payment of school fees is the shared responsibility of all families.
- 6.1.2. School Fees are charged per student and include tuition fees, a resource and technology levy, a mobile device levy and a camp levy.
- 6.1.3. School Fees do not include uniforms, books or stationery costs.
- 6.1.4. School Fees are set annually by resolution of the College Council.
 - 6.1.4.1 The fees may be varied by resolution of the College Council.
 - 6.1.4.2 Families are officially advised of any fee change/s.
 - 6.1.4.3 Sibling discount percentages are set by the College Council.
- 6.1.5. Other charges, such as instrumental music tuition, extra-curricular activities etc, are reviewed regularly and determined by the Principal or his/her delegate.
- 6.1.6. Each parent/guardian, who is a party to the enrolment contract, is jointly and severally liable for all fees, levies and any other charges. Fee accounts are issued based upon information provided on Enrolment Contract Agreement. The College does not split fee accounts.
- 6.1.7. 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. If such notice is not provided, one full term's tuition fees will be charged in lieu of notice.

6.2. Fee billing cycle and payment due dates

- 6.2.1. Fees are billed and payable in advance.
- 6.2.2. Each term's fees are due no later than the first Friday of each term unless a formal payment plan (see definition) has been arranged with the Business Office.
- 6.2.3. All fees for the year are to be paid in full by the second Friday of December of that year unless otherwise arranged with the Principal or delegate.
- 6.2.4. Levies are non-refundable.
- 6.2.5. A student may not be permitted to commence a new school term at Immanuel Lutheran College 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 College Council, through the Principal, may grant an extension of time if there are extenuating or exceptional circumstances. Immanuel Lutheran College reserves the right to withhold School Reports and Year 12 Leaver's Statements should fees remain unpaid at the end of the school semester.

6.3. Fee Collection

- 6.3.1. School fees, and other monies due to the College, can be paid by cash, cheque, credit card (Visa or Mastercard), EFTPOS, BPay or Direct Debit.
- 6.3.2. When school fees remain unpaid by the due date, the College will communicate with the family to make appropriate arrangements for payment of the overdue fees.
- 6.3.3. Failure to make payment or contact with the Business Office within 14 days of the account being due will result in an administration charge being applied to the account.
- 6.3.4. 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 College to discuss their situation or arrange for payment, then it will be deemed that a commitment to meet the debt is not evident. In these situations, the College will initiate procedures to recover the debt, which may include the use of the College's Commercial Agent.
- 6.3.5. If the account owing to the College becomes overdue and is referred to a commercial agent for collection proceedings, parents will be charged all expenses incurred by the College with its Commercial Agent.
- 6.3.6. To protect the financial base from which the College 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 College's Commercial Agent.
- 6.3.7. 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 College or College events.
- 6.3.8. The College reserves the right to limit or deny participation in optional programmes, such as interstate or overseas trips, events and functions that incur user pays charges if school fees are in arrears.

6.4. Fee Concession

- 6.4.1. The Principal or delegate, at times may grant arrangements whereby families can make reduced but still regular payments during a period of financial difficulty 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.
- 6.4.2. Families, who are experiencing ongoing financial hardship, may apply for a **reduced payment plan (Fee Concession)** on tuition fees only.
- 6.4.3. Fee Concession is intended to support families during times of financial hardship and may not be available to support outcomes of lifestyle choice without special circumstances, such as undertaking full-time study, a change to less than full-time employment or establishment of own business/career change.

- 6.4.4. A reduced payment plan (Fee Concession) may be granted provided that the family meets the criteria and commits to and makes regular payments towards levies and any outstanding balance.
- 6.4.5. If granted, the agreed reduced payment plan will be applied to the period not exceeding the current school year.
- 6.4.6. A reduced payment plan (Fee Concession) is normally for one year, and is not provided for more than three consecutive years unless there are exceptional circumstances.

6.5. Leave of Absence

- 6.5.1. Parents may request an extended leave of absence due to extenuating circumstances. In this context, it is the intention of the parents and the College to maintain the enrolment during this time.
- 6.5.2. Extended leave can only be granted by the Principal of the College. Any extended leave of absence must be requested in writing not less than one month prior to the commencement of the leave.
- 6.5.3. If the leave of absence is equal to or greater than one term, then parents may request a reduction of their fees to not less than 20% of the tuition fees for the terms in which their child is absent. This discount is not available for any leave of absence less than one term.

6.6. Scholarships

- 6.6.1. Academic Excellence Scholarships are offered to students who successfully complete the ACER exam and meet established school performance criteria.
- 6.6.2. Music, Arts and Sports scholarships are offered to students who exceed the performance criteria as outlined in the Scholarships Guidelines.
- 6.6.3. Scholarships are normally only for tuition fees (i.e. excluding levies) for successful candidates.

7. Associated Documentation

- 7.1. Fee Billing and Collection Procedure
- 7.2. Fee Concession Application Form
- 7.3. Scholarships Guidelines
- 7.4. Fee Schedule