

## St John's Lutheran School Kingaroy

### Fee Collection Procedures

The acceptance by parents of a position at St John's Lutheran School Kingaroy assumes the ability to pay fees in full. One of the conditions for continued enrolment at St John's School is that all school fees and charges are paid and that all fees and charges are paid by the relevant due date/s as detailed below. The School Fee Payment Procedures forms part of the enrolment contract with the School.

- The person whose signature appears on the enrolment form will be the person/s held responsible for the payment of school fees for that particular student.
- Fee accounts are rendered on a term basis.
- The due date will be clearly stated on all accounts.
- Charges for camps and excursions are non-refundable, except where non-attendance is the result of genuine illness.
- When students are on leave, because of either illness or family reasons, school fees are still payable on time. When students are on extended leave (one term or more), the tuition portion of the school fees and the maintenance levy are payable each term in order to maintain enrolment.

The school is aware that from time to time some parents find themselves in financial difficulties. A School Fee Concession Application form can be obtained from the school office. Concessions only apply to the cost of tuition. The costs for activity levies, maintenance and cleaning levies are actual expenses and cannot be reduced. The maximum concession period is one calendar year. Further application will need to be made for subsequent concessions.

#### School Fees Billing Procedure

- An account for fees and levies will be issued by the School in the third week of each term and is payable within 14 days of issue. The due date for the payment of fees and levies will be clearly marked on the account.
- Any arrangements to vary the term of payment **MUST** be made with the school Business Manager or Principal.
- Reminders on outstanding accounts will be processed within seven days after the due date.
- Accounts which remain outstanding one week prior to the end of the school term in which the account issued will be dealt with in one or more of the following ways:
  1. Letter from the Business Manager.
  2. Phone contact by the Business Manager.
  3. Interview with either the Business Manager or School Principal.
  4. Where fees and charges for a student are not paid within the term to which they relate it is a requirement that an acceptable arrangement for payment of the account is negotiated with the School.
  5. Where accounts remain unpaid and no appropriate arrangements have been made to pay the agreed fee, the account may be placed in the hands of a debt collector. The School Council reserves the right to terminate a student's enrolment.
  6. Failure to respond to the debt collector may result in the initiation of legal action for the recovery of the debt.

Thank you for your co-operation in these matters.