



St John's Lutheran School Kingaroy

Fee Collection Procedures

The acceptance of an offer of enrolment at St John's Lutheran School by parents/guardians assumes the ability to pay fees in full. One of the conditions for continued enrolment at St John's is that all school fees and charges are paid by the relevant due date/s. Enrolment may be terminated by St John's Lutheran School for breach of the Enrolment Contract and where there has been a failure to remedy the breach within a reasonable timeframe.

The person/s whose signature appears on the *Enrolment Contract* will be the person/s held responsible for the payment of school fees for that particular student. Accounts will be directed to the nominated mailing address of the signatory. Families are expected to keep their contact details current for this purpose. Where the signatory will not be the party responsible for the payment of school fees, a separate agreement for payment must be completed.

Parents/guardians must inform the Business Manager of any applicable changes in the family arrangements as they occur, after signing the *Enrolment Contract*, which may affect the payment of fees (e.g., change in marital status, formal care arrangements, guardianship, court orders etc.). Unless otherwise directed, the Principal will require that a new enrolment be completed by the person who is to assume the obligation of paying the school fees.

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 stated on all accounts.

Charges for camps will be charged separately to tuition fees. The amount charged for each camp will vary according to the actual cost incurred for that camp.

Charges for camps are non-refundable, except where non-attendance is the result of genuine injury or illness. Refunds will be considered on a case-by-case basis upon supply of a medical certificate.

When students are on leave, because of illness or other 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 are payable each term in order to maintain enrolment.

St John's Lutheran School has an expectation that all fees and charges levied will be paid by families as they fall due, however the school does acknowledge that situations may arise that cause unexpected financial hardship.

Any arrangements to vary the term of payment must be made with the school Business Manager or Principal prior to the due date for payment.

A *School Fee Concession Application Form* can be obtained from the school administration to apply for a concession. A complete application form must be provided, along with any required documentation. Fee concessions are made at the discretion of the Principal. The outcome of the application will be confirmed in writing to the parent/guardian. Once a fee concession is granted, it is essential that this commitment is honoured by the parent/guardian in full and on time. If family circumstances change, the school must be informed, and new arrangements may be agreed to.

Concessions only apply to the cost of tuition. The costs for activities levies are actual expenses and cannot be reduced. The maximum concession period is one calendar year.

All requests will be treated in the strictest confidence by the school. The school expects that details of any arrangements established between the family and the school will also be kept in strict confidence.

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 stated on all accounts.

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 was 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 cooperation in these matters.
