

Fee Policy 2016

Aims

- A. To keep fees low whilst maintaining the educational integrity and growth to enable interested families to have access to an education at our school.
- B. To collect all fees owed, or to negotiate payment in kind.

Scope and Application

This policy is available on the school website and is included in the staff induction manual.

This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members

Principles

- A. Fees are an essential part of the school's budget. However we keep fees and other costs as low as possible.
- B. We rely on parent input into the school to defray regular costs such as cleaning, maintenance, and gardening and all families are expected to contribute in this way or pay the relevant levy.
- C. Parents' expertise is welcomed in more specialized areas and all families are encouraged to share their skills and passions with the school community. In this way the students may have many resources and learning experiences.
- D. As part of our belief in social justice, no family will be excluded as a result of financial hardship, except in the case where membership is revoked (*see III F*).
- E. Fees and enrolment bonds are reviewed annually.
- F. Tuition fees cover all anticipated costs associated with the students' education
- G. Levies and other additional costs will be invoiced separately (see notes in procedures). An administration fee is required on application for enrolment
- H. Fees are not payable during a trial week. (see Enrolments Policy)
- I. For families with more than one student enrolled, tuition fees will be reduced for second and subsequent children. Additional costs charged per student do not attract a sibling discount.
- J. Levies are charged per family not per student
- K. For overseas students: if government funding is unavailable for the student, at the discretion of the Coordinator, the family will be expected to pay an amount equivalent to any funding lost through their enrolment, in addition to school fees. Enrolment must be less than 3

months.

Responsibilities

- A.** The council is responsible for:
 - 1. Any changes to the guidelines in this policy
 - 2. The financial viability of the school
 - 3. Determining fees each year
 - 4. Endorsing the follow up by administration of significant instances of non-payment of fees referred by the coordinator
- B.** The Coordinator or their delegate is responsible for;
 - 1. Maintaining fee records.
 - 2. Issuing fee statements
 - 3. Following up non-payment of fees
 - 4. Applying their discretion to situations of financial hardship and overseas students
- C.** Parents are responsible for;
 - 1. Keeping their fees paid in advance
 - 2. Approaching the school if they are having difficulty paying their fees
 - 3. Participating in school jobs and activities otherwise they must pay a job levy.

Related Kerry Street Documentation

- A.** Fee records - receipt book, bank statement, fee statements,
- B.** Separate Invoicing Authorities
- C.** Enrolment Contracts
- D.** Overseas Student Enrolment Contracts
- E.** Enrolment Policy

Contact Person

Any enquiries relating to this policy or attached procedures should contact the Coordinator or school bursar.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A.** Procedure
- B.** Current fee schedule

Authorisation and Review

- A.** This policy was authorised by the Kerry Street Council on 14-3-05.
- B.** Reviewed on 13/1/06 by meeting of staff and council.
- C.** Review by 13/1/11.
- D.** This policy was altered by council on 21/11/07 to enable council to employ a debt collection agency or take a family to court for non-payment of fees. (Section III D) Authorised.
- E.** This policy was reviewed September 2012.
- F.** This policy was reviewed by Coordinator and Council August 2013.
- G.** Reviewed August 2014. Changes accepted at September Council Meeting by Council and Coordinator.
- H.** Reviewed and accepted at August council meeting 2015
- I.** Reviewed and Accepted by council and co-ordinator June 2016
- J.** To be reviewed again June 2017

Helen Sugars Duff

Fee Policy 2016 Attachment A

Procedure

- A.** Fees are payable one term in advance.
- B.** An Enrolment Bond is payable to secure a place.
- C.** Enrolment Bonds will not be refunded for any withdrawals prior to start date.
- D.** One terms notice must be given regarding student withdrawal.
- E.** If the terms notice has been received, the enrolment bond will be applied to the last term's invoice for each student. The balance owing after this will be sent on the final invoice.
- F.** Families are required to consult with the Coordinator prior to payment being due if they are having trouble paying their fees. A temporary reduction in fees may be negotiated with the Coordinator.
- G.** Invoices are issued during the final week of the previous term. Fees must be paid by the Friday of week 1. All alternate payment arrangements must be made with the school Coordinator prior to Friday of week 1 for each term
- H.** Fees may be paid by cash, cheque, credit card, bank transfer, direct debit, money order or deposited into the school's bank account in person or electronically.
- I.** If fees fall into arrears, an enrolment bond may be applied to the account of families who commenced enrolment before February 2014.
- J.** A fee statement will be issued once per term. Verbal reminders will be given by the Bursar 2 weeks after fees are due. Written reminders may be issued at the discretion of the Coordinator 1 month after fees are due.
- K.** In the case that the next terms invoice is due to be issued, a letter will be sent by the Coordinator enquiring if it is the intention of the parents to withdraw their children.
- L.** Ninety days after fees are due, Association membership is revoked. Only the children of active members can be enrolled in the school (refer to Kerry Street Constitution).
- M.** If a family is not fulfilling their fee obligation to the school, the council will address this on a case by case basis. All reasonable approaches will be made by the school to the family to enable payment of the money owed. If unsuccessful, the council will consider whether to employ a debt collection agency or undertake legal action. Action may include exclusion of the family from the school.
- N.** An accurate and current record of school fees paid will be kept by the school. Families may request information about school fees owed by them at any time.
- O.** Additional costs may include; such as camps, excursions and incursions, levies and personal accident insurance.

Fee Policy 2016 Attachment B

2016 Fee Schedule



20 Forrest Road,
(Corner Kerry Street)
Hamilton Hill WA 6163

Phone: (08) 9335 1471
Email: kerrystreetschool@gmail.com
Web: www.kerrystreet.wa.edu.au

Fee Schedule 2016

| | | |
|--|-----------|------------|
| 1 st Child Tuition | \$595.00 | |
| 2 nd Child Tuition (20% discount for sibling) | \$1071.00 | (\$476.00) |
| 3 rd Child Tuition (30% discount for sibling) | \$1490.00 | (\$419.00) |
| 4 th Child Tuition (30% discount for sibling) | \$1909.00 | (\$419.00) |

Non-Refundable Application Fee – per Student \$50.00

(Must be paid when submitting Enrolment Application Form)

Enrolment Bond – New enrolments 1 term tuition fees of \$600 in advance per student (no discount applicable)

| | |
|---------------------|--|
| Insurance | \$20/student/year (payable with term 1 fees) |
| Cleaning Levy | \$50/family/term |
| Busy Bee Levy | \$100/family/term |
| Community Jobs Levy | \$100/family/term |
| Kitchen lunch Levy | \$50/family/term |

Please note: Levies are optional. Should you wish to partake in one or all of these jobs, the levy fee is not applicable for that job.

These jobs are what make our school a Community and help keep our fees as low as possible.

*Fees are subject to change

Banking details:

Kerry Street Community School
BSB: 016 307
Ac #: 440657161