School Fee Policy

Purpose:	To provide clear guidelines regarding the payment of school fees and to outline the process for recovering school fees not paid.
Scope:	For Parents/Guardians who are considering, or have, enrolled a child at Fitra Community School
Implemented by:	Principal
Approved by:	Fitra Board
Effective date:	May 2024
Review date:	December 2026

Preliminary

This policy should be read in conjunction with the Education Enrolment Agreement.

Fitra Community School (Fitra) aims to make school fees:

- reasonable for the community in which the school is based
- representative of the operating costs of the school
- supportive of our not-for profit status, meaning all profits are invested back into the school.
- In line with industry standards/levels for Independent schools in Victoria
- set at a level that allows for the ongoing management, and growth of the school.

Fee Amounts

Fee amounts are set out in a schedule of fees published by the School from time to time.

Fees are set at the end of Term 3 for the next school year and Parents/Guardians are advised in writing of changes to fees. The School reserves the right to adjust any Fee during the course of the year.

Types of Fees

Application

Payable to be considered for enrolment at the school. This fee is non-refundable and covers the administration costs associated with the enrolment process.

Enrolment Bond

If requested, payable to confirm enrolment in the School.

The School will determine requirement for an Enrolment Bond primarily based on the level of demand for the limited places at the School. Failure to pay the enrolment bond in a timely manner may result in place offered being secured by an alternative student.

The Enrolment Bond is non-refundable.

Tuition Fees

Payable to cover the education expenses of the Student.

Tuition Fees are charged in four instalments, and are payable a term in advance.

Any new student starting during a term will be liable to pay a pro-rata rate of the Tuition Fee for the term in which they commenced at the School.

Maintenance Fee

Fee to assist with the building maintenance and renewal requirements of the School. The Maintenance Fee will be invoiced with the term 3 school fee invoice.

Other

Additional sums may be payable to cover additional services (eg, School Bus) or specialist classes or opportunities that the school facilitates for a Student. Such sums will only be charged following separate agreement with Parents/Guardians.

Fee Principles

1. Invoices are to be paid in full by the due date stated in the Invoice, unless an alternative payment arrangement has been authorised by the Principal. Any alternative payment arrangement that is authorised by the Principal will require that all outstanding fees for a school year are paid in full at the latest by the end of October of that school year. Where the Principal authorises an alternative payment arrangement, the Principal may require Parents/Guardians

to enter into a direct debit arrangement with the School for the payment of Tuition Fees.

2. If Tuition Fees are not paid by the date due for payment, the School will provide reasonable opportunity for the payment default to be remedied, and if not remedied within the extension period provided the School reserves the right to ask the Student not attend school until resolution of outstanding Tuition Fees is reached.
3. Should a Student withdraw from the School, that portion of the Tuition Fees paid that are in excess of the required notice period will be refunded.

4. Where a Student is absent from the School for a term or more due to prolonged illness or injury, Tuition Fees paid for the term in which the Student's absence commenced are not refundable however some form of fee remission may apply for any other Tuition Fees paid in advance. Whilst the School does not guarantee fee remission in all circumstances, the level of remission will be determined by a number of factors including the length of absence, the nature and level of ongoing support provided by the School for the Student's ongoing learning and wellbeing and the need to maintain the overall viability of the School's operations. All requests for fee reduction due to such circumstances must be made in writing to the Principal.

5. Prompt payment of fees reduces administration costs and contributes to good planning, management and opportunities across the school community. In fairness to all Parents/Guardians who pay their fees regularly and on time, the School will follow up on all overdue school fee accounts.

Payment Method

Payment is to be made via direct deposit to the following account:

Bank: National Australia Bank
Fitra Community School
BSB: 083091
Account: 738522171
(please include your **surname** as the transaction reference)

Related Documentation

School Fee Schedule