

**Policy Title: School Fees Policy**

**Legislation and Documentation:**  
Education Act (2004)

<b>Policy Dates:</b>			
V.1.0	Formulated	November 2018	Adopted
V.1.1	Reviewed	March 2021	June 2021
V.1.2	Reviewed	November 2021	December 2021
Review Date: AUGUST 2022			
POLICY AUTHORISATION: TAQWA BOARD			
CURRENT POLICY IMPLEMENTATION BY: PRINCIPAL			

## 1. Policy Statement

The purpose of this policy is to provide families with information regarding:

- the purpose and structure of school fees
- the application fee
- the admission fee
- the curriculum levy
- the building and maintenance of levy
- the bus fee
- payment methods
- responsibilities and requirements in regard to school fees.

Taqwa School is a not-for-profit organisation. All fees collected support the delivery of education services for students. School fees are set by the School Board after consultation with the Principal. All fees are reviewed annually by the Board and are subject to reasonable changes. With this in mind, it is Taqwa School's mission to provide the community with a quality education environment while keeping fees as low as possible.

## 2. Context

Fees and Levies collected by Taqwa School are used for the following purposes:

- to provide essential resources and equipment for the classrooms, administration, cleaning and maintenance. If students break or lose any of the equipment provided, parents will be asked to purchase replacements.
- to employ teaching, administrative and support staff
- to supply educational subscriptions and software

## 3. School Fee Structure : (Fees for 2023 maybe subject to change) (Table 1)

Class	Tuition Fee	Main/Building Levy	Curriculum Levy	Total Fee
K - 6	\$2,150	\$620	\$470	\$3 240.00

## 4. School Fee Due Dates

Full Academic Year		Per Term		Per Month via Direct Debit	
Due by	Amount	Due by	Amount	Due by	Amount
Beginning or Mid of January	\$2916.00 including a 10% discount on tuition fees	Before the beginning of each term	\$810.00	Last day of each month	\$324.00 x 10

If a student joins in the school in the middle of a term/semester, the curriculum levy will be charged as per the table below:

	Term 1	Term 2	Term 3	Term 4
Curriculum Levy	\$470.00	\$350.00	\$230.00	\$100.00

## 5. Additional Fees (Fees for 2023 maybe subject to change)

- **Registration Fee:** New student applications attract a non-refundable **\$50.00** fee.
- **Admission Fee:** An admission fee of **\$810.00** which is the equivalent of the first term's fees to secure enrolment (non-refundable). This is deducted from the annual fee payable.
- **School Uniform:** School uniforms are paid for separately
- **Extracurricular Programs:** Camps and excursions are not included in our fee structure and are paid prior to participation, throughout the year.

## 6. Discounts

- A 10% discount applies if the fees for the entire year are paid upfront by the 30th January.
- Sibling Discounts are only applicable on Tuition Fees. This discount excludes the building and maintenance and curriculum levy.
- 2nd Child Discount - 25%
- 3rd Child Discount - 50%
- 4th Child Discount - 100%

## 7. Payment Methods

**We encourage all our families to take up the direct Debit option.**

- **Direct Debit x 10 payments** for the full year  
\* note that a dishonour fee for Direct Debit is \$20.00
- **Prior to the commencement of each term x 4 payments**  
Bank transfer: BSB: 062913 Account: 10997697  
**Reference: Fees / Name of student/ Name of year or term**

## 8. Non-payment of Fees

Failure to pay school fees on time may result in a \$50.00 late administration fee or a loss of the student's place in the school. You will be notified in writing at the commencement of the term.

## 9. Recovery of Unpaid Fees

- To ensure the viability of the school, Taqwa School is obligated to follow up all on overdue accounts.
- A reminder statement will be issued within 7 days to any family who has not settled their school fee account by the due date where a direct debit plan is not in place.
- If payment or a suitable written response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by Taqwa School.

- Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

### 10. Refunds

The new student application fee and admission fee are non-refundable. If a student discontinues with Taqwa School for any reason, the refunds will be processed and returned to the original payee in accordance with the discontinuation requirements.

Fees are refundable pro-rata for the remaining terms of the calendar year. The curriculum levy and building maintenance levy are non-refundable. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded. Library books, school property and all accessories are to be returned to the school before the last day of attendance.

### 11. Re-Enrolments

In order to secure a position in class for the following academic year, parents/guardians will be asked to pay a re-enrolment fee which is due by 31st January each year. Families can also make use of the 10% discount for the entire following years fees at this time.

### 12. Late Enrolments

New students entering Taqwa School after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

### 13. Extended Leave

Taqwa School does not give discounts or refunds of fees for Extended leave.

### 14. Discontinuation of Enrolment

Where a parent/guardian of a student intends to discontinue the student's enrolment, the School requires at **least one term's written notice of the cancellation**. The written notice to the Principal must be received at the School by 9.00am on the first day of the final attending term. Any notice received after this time will render parents/carers liable for (another) full term of fees.

Where the parent/guardian fails to give at least one term's notice, the school reserves the right to invoice the parent/guardian for one term's fees and/or levies in lieu of notice. After receiving written notice, Parents/Guardians will then be invited to attend an exit interview.

If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded. The school reserves the right to pursue all outstanding fees in accordance with the **Compliance with Taqwa School's Fees** signed upon enrolment.

Library books, school property and all accessories are to be returned to the School. Lost books including library books will be charged at a rate of \$10 per book. This includes home readers. Other lost or damaged property will be charged at the rate of replacement for new. Students may be charged at the time of loss or damage when the school becomes aware or at the time of Discontinuation.

### **15. Variations to Payment Schedule**

Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

#### **a. Extension of Time**

If an extension is required, please contact the Principal prior to the due date.

#### **b. Payment Plans**

All payment plans must ensure that the account is cleared prior to the last day of the school year or as negotiated with the Principal.

#### **c. Fee Concession**

In cases of financial hardship an application may be made for a fee concession.

- Concession applications are accepted at the commencement of each year or at any point initiated by the family.
- Concessions are issued for a maximum period of 12 months within a calendar year.
- Concessions are only applied to Tuition Fees and are valued at 10% up to 75% of the full cost of Tuition Fees.
- Applications will be assessed according to need and will be subject to the student's contribution to the class and their family's contribution to the school.
- Consideration for the subsequent 12-month period will require a new application.

A compassionate and just approach under the ethos and values of Taqwa School is used when reviewing applications.

Concession application forms are available from the office. Parents may be requested to supply supporting documents to attach to their application. Parents/Guardians who are granted Fee concession are required to provide evidence of ongoing financial hardship at the beginning of each term. All matters are dealt with on a confidential basis. Parents must not disclose the concession agreement to any parent or third party.

Parents/Guardians who apply for a fee concession must maintain concession attendance requirements. Students who take more than 5 consecutive days leave at any one time without a supporting medical certificate or take extended leave of greater than 5 days with or without principal approval will lose their concession entitlement.

## **16. Responsibilities**

### **Governance**

It is the responsibility of the principal and the board of directors to ensure that a fair and equitable process is in place to monitor any increases to school fees and ensure that those members of the community who may be experiencing hardship, receive information about variations to their schedule of school fee payments.

### **Principal**

It is the responsibility of the Principal to consult with the school board to determine any changes in the fee structure of the school. To consult with parents regarding non-payment of school fees or variations to the fee structure.

### **Administrative Officer**

It is the responsibility of the Administrative Officer to ensure that prospective students are provided with up to date information regarding the fee structure of the school upon making an enquiry for enrolment. The Compliance with School Fees Form should be completed prior to commencing classes.

### **Parents**

A Compliance with School Fees Form will be completed for each student enrolling at the school. This form will be signed by the parent/s or guardian/s of the enrolling student. The person/s whose signature/s appears on the enrolment form will be the person/s held responsible for the payment of the school fees and charges for that particular student.

Any variations to the payments of school fees must be made in writing to the School Principal: [principal@taqwaschool.act.edu.au](mailto:principal@taqwaschool.act.edu.au). Until the school receives correspondence, the original arrangements will remain in place.

### **Related Policies and Documents**

- Equipment Replacement Form
- Application for Extended Leave Form
- Compliance with School Fees Form
- Excursion Policy
- Curriculum Policy
- Travel on School Bus Policy