

Fee Policy

Index

1. Application Fee.....	2
2. Enrolment Deposit.....	2
3. Tuition Fees.....	2
Splitting Family Accounts.....	2
Early Payment Discount.....	2
Sibling Discount.....	3
4. Composite Fee.....	3
Direct Debit	3
Instalment Amounts	3
6. Financial Hardship	3
Financial Assistance	3
Payment Difficulties.....	3
Penalties.....	4
7. Changes to Enrolment.....	4
Leave of Absence	4
Withdrawal of a Student.....	4
8. Additional Expenses	4
Stationery and Textbooks	4
Uniform.....	5
Bus Services.....	5
Laptop Program	5
VET Program	5
Study Tours	5
9. Voluntary Building Fund	5

Faith Lutheran College, as a private education facility, requires fees and charges to be paid by attending families to support the student's education. Although Faith receives some government support, fees constitute a necessary and substantial part of the College's income. Without school fees and support from our parents and caregivers, the College would not be able to function.

This document outlines the Fees and Charges relating to student education at Faith Lutheran College.

1. Application Fee

Families who apply for Enrolment at Faith incur an Application Fee per student. Paying this application fee does not guarantee a place at the College. This application fee is non-refundable and does not count towards tuition fees.

2. Enrolment Deposit

Once the College has extended an offer of a position a deposit per student is required to confirm and secure the enrolment. This deposit will be credited towards the student's tuition fees once the student commences at Faith Lutheran College. If an enrolment is cancelled, the deposit will not be refunded.

3. Tuition Fees

Each year the Faith Lutheran College Board has the responsibility of reviewing the tuition fee levels and determine fees and charges for the College. The Board aims to keep fees and charges as low as possible, whilst also ensuring the College can remain viable and provide adequate resources to continue the provision of high-quality education.

Parents and caregivers who enrol their children with the College assume a legal obligation to pay fees.

All Parents and Caregivers need to complete a Direct Debit plan and return to the College by 31 October of the year prior to commencement of the child's education.

Annual Fees are billed in four instalments each year and are invoiced prior to the start of each term beginning Week 1, Term 1 and finishing last week of the school year. Fees are due and payable in full by:

- Term 1 – Thursday, Week 4
- Term 2 – Thursday, Week 4
- Term 3 – Thursday, Week 4
- Term 4 – Thursday, Week 4

The payment options are annually, termly, monthly, fortnightly and weekly.

Splitting Family Accounts

Parents are to make their own arrangements regarding payment of accounts if they live at separate addresses. It is the legal responsibilities of the signatories on the enrolment form to pay all school fees. The College does not split accounts for separated families.

Early Payment Discount

Fees *paid in full* by the 6 February will attract a 3.0% discount off the Tuition Fee.

Sibling Discount

Families with more than one child attending the College will receive a sibling discount off Tuition Fees for each subsequent child. The rate is detailed in the current year's Fee Information document

4. Composite Fee

The Composite Fee covers a comprehensive range of incidental charges, which are outlined in the Fee Schedule. The tuition and composite fee **does not** include uniforms, stationery, overseas trips, interstate trips (excluding Canberra Camp), instrumental private tuition, design and technology construction projects, textile projects, VET course costs, IT programs/devices and fundraising. The Composite Fee is charged per student.

5. Payment Arrangements

Direct Debit

The College has a policy of all fee payments being made via Direct Debit to enable payments to be spread across the year. To enact this payment method, families must complete the College Direct Debit form. This form is available from the Finance Office.

Instalment Amounts

Financial Operations and Accounts Receivable Officer will determine the Direct Debit Instalment amount based on the Payment Plan submitted by the family. The College will communicate the instalment amount to families between November and December before commencement of Term 1.

All families are required to have their accounts settled in full or a mutually satisfactory payment arrangement in place by the close of each school year to ensure continued enrolment for the following year.

6. Financial Hardship

Financial Assistance

Financial assistance may be available to families experiencing financial hardship. The College welcomes conversations with families to discuss their individual situation. Application forms for financial assistance are available from the Finance Office, please phone or email accounts@faith.sa.edu.au. These forms must be completed by families and assessed by the College Finance Team before assistance is granted. Concessions are based on documented income; this means that you will need to provide documentary evidence of your income. All applications are treated confidentially. All concessions are considered in January and are valid only for the calendar year for which the application is made. Applicants will need to apply each year for a new concession.

Payment Difficulties

Sometimes, due to external circumstances, financial difficulty is experienced, and required payments cannot meet the due date.

If this applies to a Faith family the College is to be contacted as soon as possible, preferably before the due date. The College may be able to offer some assistance such as extending the time to pay or offering a payment by instalment. In cases of extreme financial hardship, the Finance Team will consider granting a fee concession.

Penalties

- Accounts not paid by the agreement payment arrangement, are then in default and become due and payable by the end of the month in full.
- Reminder notices will be sent to families with an outstanding account past the due date. Outstanding accounts are those that are not fully paid, or where direct debit arrangements do not fully cover the fees.
- Accounts overdue by 21 days will incur an administration fee of \$25.00 added to the account and will continue to be added on a monthly basis for the duration that the account remains in default.
- If a direct debit amount dishonours, a dishonour fee of \$10.00 is applied to the account and for each occasion a payment dishonours.
- Where an account has a significant overdue balance, students of that family may be precluded from participation in excursions, camps and VET Programs. If students are involved in private music tuition, consideration of future involvement is to be reviewed.
- If the situation is not resolved despite every effort by the College, a letter of demand may be sent advising of our intention to commence steps which may include legal proceedings, referral to a debt collection agent and/or cancellation of enrolment. Firm actions are required if the fees remain unpaid for more than two terms and the parent and/or caregiver has avoided contact with the College.
- Families will be charged the replacement costs of lost or wilfully damaged College property and resources.

7. Changes to Enrolment

Leave of Absence

In the event of a child/ren taking a leave of absence from the College for a term or more, 50% of the normal term fees will be charged per child per term accordingly. Notification must be made in writing to the Principal.

Withdrawal of a Student

If a student is being withdrawn from the College, one term's notice in writing, is required.

- If the student/s is in the Middle and Senior School, notice must be sent to the Principal via the Principal's Personal Assistant nharris@faith.sa.edu.au.
- If the student/s is in the Junior School, notice must be sent to the Head of Junior School mkeller@faith.sa.edu.au

Even if undecided, advanced notice is appreciated. Failure to provide a full term's notice will result in one term's tuition fee being charged in lieu of notice.

8. Additional Expenses

Occasionally there are expenses that occur that are not covered by Tuition Fees or the Composite Fee.

Stationery and Textbooks

Booklists and stationery lists are prepared for each year level and are costed accordingly. The College has authorised Lighthouse Books to manage payments and supply.

Uniform

As per the Faith Lutheran College Uniform Guidelines. Any enquiries regarding uniforms can be emailed to the Uniform Shop Manager, Katrina McAleice on uniformshop@faith.sa.edu.au.

Bus Services

LinkSA is the provider of bus services for students in our region. The following contacts have been provided for all concerns, questions and information regarding services, fares, timetables and bus routes.

Phone: (08) 8562 1999 **Website:** www.linksa.com.au

Laptop Program

Year 7 & new Year 8 students will receive a new Education laptop device. Families receive a comprehensive summary detailing the IT Device program. For more information regarding the Laptop Program, please follow this link: <https://faith.sa.edu.au/middle-years-laptop-program/>. For laptop queries, please contact: ehelp@faith.sa.edu.au.

VET Program

VET courses are heavily subsidised, however a balance is billed separately to tuition fees and charges. For VET queries, please contact futurepathways@faith.sa.edu.au

Study Tours

Study Tours are billed separately to tuition fees and charges. Interstate and overseas study tours (Ski Trip, Europe, Japan, etc.) are not compulsory and relevant fees will be advised upon application. Where school fees are outstanding, students may not be permitted to attend these events.

9. Voluntary Building Fund

Another way that families can support the College are through donations to the Building Fund. These are voluntary and are not a requirement of enrolment or attendance at the College. Donations are used to service existing school building loans and maintenance of the school's building program. Building fund donations are tax deductible, receipts will be issued for donations to the Building Fund.