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## **Principles: Student fees and charges**

### **Purpose**

To set out the policy principles for applying School Fees and Incidental Charges for students.

### **Scope**

This policy principle document applies to all staff who administer School Fees and Incidental Charges and families/carers who are responsible for the payment of fees and charges for students.

## **Policy Principles**

### **Definitions**

The following definitions apply to this Policy:

- School Fees (Fees) are Tuition Fee, Curriculum Levy, Maintenance Levy, and Camps and other such Fees and Levies defined as School Fee by the Board from time to time.
- Incidental Charges (Charges) are defined as Excursion Fees, Extra-curricular Activity charges, Community Hour charge, Withdrawal Fee, Lost or Damaged School Property charge, Library or Text Book Replacement charge, and other incidental charges made to accounts during the Term.
- Community Hours – Families are required to contribute 30 Community Hours per calendar year. The hourly rate attributable to Community Hours is set at \$25.00 per hour, or such other rate as identified in the Fee Schedule. If parents/carers are unable to contribute 30 hours the unmet portion will be charged to the Student Fee Account at the applicable rate per hour. Sole fee paying parents/carers or parents/carers who only have Pre-school enrolled children are required to contribute 50% of the Community Hours with the unmet hours being charged to Student /Fee Accounts as previously noted.

### **General**

1. All Fees and Charges applied are compulsory and non-refundable unless specified in the Student Fee, Levy and Charges Refund Policy.
2. The School will apply Fees and Charges relating to School Fees and Incidental Charges identified, but not limited to, those defined above and/or other costs associated with educational delivery and other fees approved by the Board from time-to-time.

3. Fees and Charges will be calculated and charged to parents/carers on the following basis:
  - a. Tuition Fee, Curriculum Levy, Maintenance Levy and Camp costs – calculated on an annual basis and charged to parent/carer accounts on a Term by Term basis over 4 Terms. Year 12 Tuition Fee, Curriculum Levy, and Camp Charges will be billed over 3 Terms instead of 4. The Annual Tuition Fee and Curriculum Levy for Year 12 students is payable irrespective of the time in which the student completes their course of study during the year;
  - b. Incidental Charges – calculated and charged to parent/carer accounts at the time the expense is recognised; and
  - c. Community Hours – charge is calculated in Term 4 each year, after the Community Hours contributed during the year are calculated, with the resulting amount outstanding charged to the parent /carer accounts at that time.
4. Where a child commences at the School after the commencement of the School year the following applies:
  - a. Tuition Fee, Curriculum Levy and Maintenance Levy will be calculated on a prorated basis – the proportional fee for the Term of enrolment will be charged at the time of enrolment with the remainder charged at the commencement of subsequent Terms;
  - b. The fees associated with Camps not held prior to the student commencing at the School will be calculated with the costs prorated over the remaining Terms of the year - the proportional fee for the Term of enrolment will be charged at the time of enrolment with the remainder charged at the commencement of subsequent Terms;
  - c. Incidental Charges will be charged to the parent/carer account when incurred; and
  - d. Community Hours will be calculated on a pro-rata basis from the commencement of enrolment. The charge is calculated in Term 4 each year, after the prorated Community Hours contributed during the year are calculated, with the resulting unmet contribution charged to the parent /carer accounts at that time.
5. Camps and excursions form part of the compulsory activities at Orana School and therefore form part of the School Fees and Incidental Charges. Charges for camps and excursions are non-refundable, except where non-attendance is the result of an illness or where approved by the relevant Delegate. In the case of illness a medical certificate will be required in order to receive a refund for a camp not attended.
6. Lost or damaged School property – It is the responsibility of students to take care of all School equipment and property that is in their possession, for example musical instruments, library books, textbooks and other equipment. The cost of replacing or repairing such School property that is lost or damaged will be added and charged to the School Fee Account of the relevant parent/carer.
7. Library Books – It is imperative that Library Books are returned by the last day in week 7 in Term 4, or such other earlier date as requested by the School. Library Books not returned by this date will be deemed to have been lost by the student and a non-refundable replacement charge will be made to the School Fee Account of the relevant parent/carer.

8. Withdrawal of Enrolment - One full term's notice in writing to the **School's Admissions Officer** is required for the intended withdrawal of students. The written notice 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 the full term Fees and Charges for the current term and 50% of the Fees and Charges for the subsequent term in lieu of notice. Camp Fees and other Incidental Charges will also be charged where the School has incurred costs associated with these activities. **For clarification notice given to a teacher or other member of staff, other than the Admissions Officer, is not considered notice of withdrawal.**
9. When students are on extended leave from Orana School, because of either illness or family reasons such as travel, School Fees and Charges remain payable when due. When students are on extended leave of one term or more, subject to the relevant Delegate's approval, the Tuition Fees and Maintenance Levy or a Holding Fee must be paid in order to maintain enrolment. Arrangement for any extended leave must be discussed and agreed with the School Principal or their nominee.
10. Payment of Student Fees and Charges can only be made, unless other arrangements are mutually agreed to between the person/s responsible for fees and charges payments and the School's Finance Manager or his/her nominee, in the following ways:
  - a. Payment of all School Fees and Charges in advance for the year;
  - b. Payment of all School Fees and Charges on a per Term basis; and
  - c. Direct Debit arrangement where the annual Fees and Charges are met in full in the year applied by regular fortnightly or monthly direct debit arrangements.
11. Overdue accounts may be subject to a Late Payment Fee.
12. Overdue accounts may, subject to the relevant Delegate's approval, be referred to the School's debt collection agency/legal representative – all costs and charges associated with transfer of the debt to the debt collection agency/legal representative and their subsequent debt management costs will be charged back to the person/s responsible for the payment of the fees and charges. Refer Student Fee Debt Management (Receivables) Policy.
13. Families are required to make a commitment to comply with the Student Fees and Charges Policy and this Principles document, which forms part of the enrolment contract with the School.
14. If there are changes in responsibility for payment of Fees and Charges after the initial enrolment a new Agreement of Enrolment form or Split Billing Agreement form must be completed and signed by all parties to the new arrangement. The original instructions will remain in force until the new Agreement of Enrolment form or Split Billing Agreement form is received and processed by the School's Finance Office.
15. In the case where either party's account has fallen in arrears or is in default copies of all outstanding invoices and account transaction details may be forwarded to the other party/ies for the purposes of the School undertaking discussions in regard to the overall outstanding fee situation and the ongoing enrolment position of the student/s named in the respective Agreement of Enrolment form or Split Billing Agreement form.
16. The person/s whose signature/s appear on the Agreement of Enrolment form and/or the Split Billing Agreement form are both joint and severally responsible for the payment of all Fees and Charges for the student named on the Agreement of Enrolment and/or Split Billing Agreement form.

17. The Board reserves the right to vary any, and all, School Fees and Charges from year to year, and to alter the fee payment options available to Orana families from time to time.
18. A condition of continued enrolment at the School is that all School Fees and Charges are paid to the School by the relevant due date/s as follows or as published by the School each year.
- a. School Fees paid ‘up-front’ on, or before, the close of business on Friday of Week 2 of Term 1 and subsequent Incidental Charges are due and payable by close of business on the Friday of Week 2 of the Term following the Term in which the charge was levied except for Incidental Charges levied in Term 4 in which case the amount becomes due and payable before close of business on 20 December of that year; or
  - b. School Fees paid on a Term basis – the School Fees are due and payable before close of business on the Friday of Week 2 of each Term. Incidental Charges are due and payable by close of business on the Friday of Week 2 of the Term following the Term in which the charge was levied except for Incidental Charges levied in Term 4 in which case the amount becomes due and payable before close of business on 20 December of that year.
  - c. School Fees paid by Direct Debit Request (DDR) arrangements – School Fees should be paid by calculation of the annual amount divided by the number of Direct Debits runs to be processed during the year i.e. Monthly = 10 runs and Fortnightly = 22 runs. Where a DDR is returned or declined the amount returned or declined becomes due and payable immediately. Incidental Charges should be estimated for the year (\$200 is a reasonable amount to provide for) and included in the DDR payment amount. All School Fees and Incidental Charges incurred for the year are due and payable in total by close of business on 20 December of the year in which the charges were recognised on your account.

## **Related Documents**

Policy – Student Fees and Charges

Procedure – Student Fees and Charges Invoicing

Procedure – Student Fees and Charges Collection

Procedure – Student Fees and Charges Overdue Accounts Debt Management

## **Document information**

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