

# FEE POLICY



## BOARD GOVERNANCE

All tuition fees, and other charges are determined and fixed by the school board. While it is the practice of the school board to set fees for the whole year (annually), the board reserves the right to amend fees and fee policies during the year if general economic or other circumstances require such action.

In the event that the school board alters the terms and conditions set out in this policy, parents/carers will be notified.

## KEY DEFINITIONS

**Siblings** are considered:

- two or more children having one or both parents in common; or
- two or more children having one or both legal guardians in common.

## TERMS AND CONDITIONS

### Application Fee

- A child's name will be registered for possible enrolment following payment of a \$150.00 application fee.
- Filing an application is a prerequisite for enrolment, however it does not guarantee enrolment at the school as outlined in the school's Enrolment Policy.
- The application fee is non-refundable and non-transferable.

### Enrolment Fee

- The enrolment fee of \$750.00 (once off payment) is payable to secure an offer of placement made by the school.
- The enrolment fee is non-refundable and non-transferable.

### Ongoing Tuition and Learning Resources Fees

- Fees are invoiced and payable quarterly in four instalments throughout the school year and are issued a term in advance:
  - Term 1 invoices are issued at the beginning of Term 4;
  - Term 2 invoices are issued at the beginning of Term 1;
  - Term 3 invoices are issued at the beginning of Term 2; and
  - Term 4 invoices are issued at the beginning of Term 3.

- Parents/carers have 14 days to pay the fees.
- The fee schedule is available on the school website.
- Fees are subject to annual review, and occasionally ongoing review, as deemed necessary by the school board.

### **Prepayment Plan**

- The school offers a fee prepayment plan for parents/carers wishing to pay fees more than one term in advance. Parents/carers are asked to email the accounts team at [accounts@newmark.vic.edu.au](mailto:accounts@newmark.vic.edu.au) to request a prepayment plan.

### **Pro-rata Fees**

- For students entering the school in the course of a year, pro rata fees and charges are payable (excluding application fee and enrolment fee).

### **Holding Fee**

- An accepted offer of placement may be deferred for entry in a later year by payment of a holding fee of 30% of one year's tuition and learning resources fee.
- Holding fees are non-refundable and non-transferable (e.g. cannot be offset against future fees).

### **Withdrawal of Student**

#### Parent/carers request

- Parents/carers are required to give the school a term's notice in writing if they intend to permanently withdraw a student from the school.
- Notice of withdrawal for the following year must be received by the end of Term 3.
- Insufficient notice will result in the forfeiture of any fees paid.
- In the absence of the required notice, one term's tuition and learning resource fee will be payable.
- If a student is withdrawn from the school by parents/carers, all outstanding fees and charges for the remainder of that term become immediately due and payable.

#### School's request

The school may withdraw students if any of the following occur:

- Parents/carers have not paid any fees or charges due in accordance with this policy;
- Parents/carers do not provide the school with important information about the student;
- Parents/carers or student breach school policies and/or codes;
- A student may be permanently or temporarily removed at the discretion of the school board and/or leadership team, with no remission of school fees or charges. Such an action will be advisable:
  - in the interest of the student;
  - for the welfare of the school; or
  - if the parent/carer is not complying with the policies and codes of the school.
- If a student is withdrawn, or suspended, at the request of the school, all fees and charges are payable for the billing period in which the student's enrolment is terminated or

suspended.

### **Incidentals**

- Parents/carers are responsible for payment of intended or careless breakage or damage to school property caused by the student.
- The school may authorise particular expenditures (e.g. medical expenses) to be payable by parents/carers.

### **Temporary Leave of Absence**

- Requests for a planned leave of absence from the school for one term or more must be submitted in writing to the school for approval at least one full term in advance of the commencement of leave.
- Term fees are not prorated for absences throughout a term.
- For leave of one full term the applicable tuition fee will be waived.
- In the case of prolonged illness (one school term or more), an application, including a medical certificate, may be made to the school for some remission of tuition fees.

### **Siblings**

- Siblings who are enrolled at the school at the same time, will receive the following discount on the tuition fees:
  - First sibling - pays full tuition fee
  - Second sibling - 10% discount on tuition fee
  - Third sibling - 15% discount on tuition fee (this discount is applied to all siblings after this as well)
- When a sibling leaves the school, the discounts are adjusted accordingly.
- When all siblings have left the school, the remaining sibling will pay full tuition fees.

## **AMENDMENT OF FEES APPLICATION PROCESS**

If a parent/carer is experiencing financial difficulty, a request can be made for a payment plan by emailing [accounts@newmark.vic.edu.au](mailto:accounts@newmark.vic.edu.au) Alternatively, a scholarship application can be submitted.

## **FEE COLLECTION**

- Tuition and learning resource fees must be paid within 14 days of the invoice date.
- Where an invoice is not paid within 14 days of billing the school will issue reminders of the due payment.
- Where there are repeated instances of late payment, the school has the right in its discretion to require multiple term fees be paid in advance.
- The school is entitled to withhold from releasing student's feedback and reports until relevant school fees are paid.
- The school reserves the right to allow or refuse a student to either commence a new term, or to remain at the school while any fees or charges remain unpaid.
- Where fees continue to remain unpaid beyond the current billing period, the school

reserves the right to revoke the student’s enrolment.

- The school is authorised to take any necessary steps to recover unpaid fees or charges.
- In rare circumstances the school may engage a debt collector to recover fees. All fees and costs associated with debt collection will be payable by parents/carers.

## RELATED POLICIES

- Enrolment Policy
- Attendance Policy
- Record Management Policy
- Privacy Policy

## SUPPORTING DOCUMENTS

- Enrolment Agreement

## POLICY REVIEW

The school board and principal will review the Fee Policy every second year.

## ENDORSEMENT

Updated date	September 2024
Endorsed by	School Board
Endorsed on	October 2024