



John Colet School

School Fees Policy

Revision Schedule and Stakeholders

Revision Schedule

<i>Date</i>	<i>Version No.</i>	<i>Changes</i>	<i>By:</i>
1/8/06	V1.0	New Document	Bursar
22/3/07	V1.1	Extended absence – new addition	Bursar
12/11/08	V2.0	2009	Bursar
12/12/09	V3.0	2010	Bursar
3/5/10	V3.1	Enrolment Placement Fee	Bursar
12/9/10	V3.2	Overdue Accounts	Bursar
1/01/11	V4.0	2011, Credit card Fee, Capital Bond Payment Options	D Farrelly
31/1/11	V4.1	Fees	D Farrelly
27/10/11	V4.2	minor changes to remove date sensitivity	Bursar
8/3/12	V4.3	Clarified ICT levies; Added joint and several liability for fees payment	Bursar
17/8/14	V5	Addition of introductory sentence about intentions. There have been significant revisions in the structure of the various school fees and levies, including the breakdown of school fees into a number of components including tuition, infants and primary classes activities, sixth class, resources; discounts only applying to tuition fees; changes to sibling discounts from 10%, 25%, 50% to 15%, 30%, 65%; changes to capital bond refund timing; deletion of non-refundable placement deposits.	Bursar
10/2/17	V5.1	Maintenance Levy	Bursar
28/4/17	V5.2	Limiting cash payments received to maximum \$200	Bursar
8/5/18	V5.3	Defined the Confirmed Acceptance Fee to mirror Enrolment Policy and Procedure	Bursar

Stakeholders

Document Owner
Bursar

Document Reviewers
Board of Governors
Executive Committee

Document Approval			
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Introduction

This policy accords with the school's stated aim that there be ethical, transparent, effective governance and management, including matters relating to school fees, reflecting the ethos and values of the school as expressed in the Vision Mission Values.

For the purposes of this document "parents" includes each individual parent and any other legal guardian or caregiver of any child.

Operating expenses of John Colet Schools are funded through fees paid by parents, donations, community fundraising and per capita grants from both the Commonwealth and State Government.

This document covers the school policies relating to fees paid by parents. All fees, unless otherwise specified, are per individual child.

Read this document together with the current Schedule of Fees and charges per child which is available on the school web site www.johncolet.nsw.edu.au or from the school office.

School fees

School fees are billed per student and invoices are issued in January each year, or when a student starts during the year, for the whole year or remaining part of the year. Families can elect to pay either up front for the year, at the start of each term, or in ten monthly instalments.

School fees have several components:

- Tuition fee
- Other fees:
 - Infants classes activity fee
 - Primary classes activity fee
 - Sixth class fee
 - Resources fee
 - Maintenance Fee
- Building fund donation
- Annual Student accident protection plan levy

Tuition fee

The tuition fee helps cover the direct costs of providing teachers and teacher's aides. If scholarships or bursaries are awarded, they apply to the tuition fee only.

Other fees:

The school is liable to pay for the following activities to external providers, regardless of whether an individual student attends these activities. As a result the school is

unable to offer a discount or refund in the event that individual students are unable to partake in these activities.

Infants classes activity fee

This activity fee for the infants classes (lower first to second class) assists in covering some of the direct costs of providing a range of infants level school activities such as day excursions, sport lessons, special education classes (where required), gifted and talented clubs, specialist art lessons, specialist drama lessons, and sit-down lunches.

Primary classes activity fee

This activity fee for the primary classes (third class to sixth class) assists in covering some of the direct costs of providing a range of primary level school activities such as overnight excursions, modern languages, team sports and inter-school sports, primary choir, participation in the Shakespeare including theatre hire. This fee also assists in covering some of the direct cost of school activities such as day excursions, sport lessons and carnivals, special education classes (where required), gifted and talented clubs, specialist art lessons, specialist drama lessons, and sit-down lunches.

Sixth class fee

This fee assists in covering additional costs unique to sixth class including end of year special excursions and events.

Resources fee

The resources fee assists in covering some of the direct costs of subscriptions, use of technology e.g. apps, textbooks, work books, exercise books, student diaries and other library and classroom resources which are provided for and used by students. This fee does not cover stationery such as pens and pencils as students are required to bring their own. Where items have been provided by the school and are subsequently lost by the student then the cost of replacement may be added to the fees account.

Maintenance Fee

This levy raises income for the maintenance of the schools grounds and buildings.

Building fund donation

Donations to the John Colet School Building Fund are used to fund new buildings and classrooms for the school. The fund is a Deductible Gift Recipient and as such donations of \$2 or more are tax deductible. The suggested donation is charged to the fees account however, as donations are voluntary you may elect not to pay this amount. The capital bond, or any part thereof, can be converted into a building fund donation at any time and will give rise to a tax deduction.

Annual student accident protection plan

The school takes out insurance on behalf of all students. A copy of the benefits and cover is available on the school's website or from the school office. This is included in the school fees for each student..

Non-recurring fees and deposits

Application administration fee

An application administration fee is payable when completing an application for placement on waiting list. This fee is non-refundable.

Enrolment administration fee

When enrolment documents are lodged, an enrolment administration fee is payable. This fee is non-refundable.

Confirmed acceptance fee

When enrolment documents are lodged, a Confirmed Acceptance Fee is also payable. This forms part of the Refundable Capital Bond, unless the placement is cancelled by the parent, prior to the agreed commencement date, in which case it is non-refundable.

Refundable Capital Bond

In order to support the capital needs of the school (land and buildings) a one off refundable bond taking the form of an interest free loan is collected.

Upon request the bond will be refunded within three months of the child finishing sixth class, that is by the end February the following year. If enrolment is terminated by the parents before the child completes sixth class then the bond will be refunded twelve months after the enrolment is terminated. At all times the school reserves the right to apply all or any part of the bond to any unpaid fees associated with the child or family.

The bond may be refunded earlier on application to the school and at the sole discretion of the Treasurer.

Where more than one capital bond exists for a family and where a discount has been applied to a bond, the school will refund the bonds in order of smallest to largest.

On deposit of a refundable bond a receipt will be issued setting out these terms and conditions. In the event that, at the time of enrolment, or any time thereafter, the parents elect to make a gift to the school equal to or exceeding the amount of the bond, then the gift will be paid into the tax deductible building fund and the bond will be waived.

This refund policy is in accordance with the recommendations of the school's auditor and ensures that the majority of capital bonds are classified as non-current on the school's balance sheet.

Other fees and payments

Uniform

Uniforms are paid for on the day of purchase at the school office. Cash (maximum \$200), cheque EFTPOS or credit card payments are acceptable. Where the student has an incomplete uniform due to loss or damage and a new item is required, the cost will be invoiced separately.

Extra-curricular classes

The school is not involved in facilitating extracurricular activities and as such any agreement and payment is between the parent and the provider.

After school care

Payments for after school care are made between the parents and the provider.

Extended absence – fees to hold a place

In accordance with the school's Attendance Policy, any requests for absence (aside from illness or accident) must be made on reasonable notice directly to the Head of School. If a parent wishes to take their child(ren) out of school for a term or more (e.g. overseas) then they will be asked to pay one half of the tuition fee for every term away. This will keep the child enrolled at school and a place held in their current class. The fees will be payable in advance as a lump sum in the term or school holiday prior to the temporary departure. In the event of non-payment the place in the class becomes vacant and re-enrolment would be necessary upon return. Generally non-attendance of less than one term will not result in a reduction of tuition fees payable for that term.

Withdrawal of a student – fees in lieu of notice

Enrolment is for the normal expected period of education offered by the school. Enrolment may be terminated by the parent. Once a student has commenced at the school, the Head of School must be given, in writing, a term's notice of the withdrawal of a student. A term's tuition fees will be charged in lieu of notice. Failure to give the required notice will incur this fee.

Credit card payments fee

To recover some of the cost of merchant fees, Visa and MasterCard payments will attract a 1% surcharge.

Overdue accounts and related administration fee

Chasing late fees occupies an inordinate amount of time and energy which could be better spent contributing to the smooth administration of the school. Therefore, unless prior arrangements are made, overdue fee accounts will be charged with an administration fee.

All school fees and other amounts relating to any academic year must be settled by the end of the last day of the school year. Should this not be the case, the student's continued enrolment will be reconsidered.

Discounts

Sibling discounts

There is a 15% discount on the tuition fee for a second child, 30% discount on the tuition fee for a third child and a 50% discount on the tuition fee for a fourth child attending the school at the same time. A fifth child whose four siblings have attended the school would not incur a tuition fee. If the first child at the school receives an academic scholarship, the discounts for younger siblings will still apply.

Mid term enrolments

If a child enrolls during term, the initial term fee will be calculated pro-rata.

Scholarships

Academic scholarships are offered from time to time. The school may decide from time to time to offer scholarships for other areas of special talent.

Bursaries

The school funds a limited number of bursaries each year for current families in financial difficulties. Guidelines and application forms are available from the Bursar.

Payment methods

Parents of each child are jointly and severally liable for the total fees for each child, regardless of any informal arrangement whereby the payment of fees is shared by the parents, or by any other person.

Fees can be paid by direct debit, cheque, MasterCard, Visa card, AMEX, EFTPOS, cash (maximum of \$200) or direct credit into the school's bank account. Cheque payments may be mailed or paid at the school office. Credit card or EFTPOS payments may be made over the phone or at the school office. Cash payments can only be made at the school office and may not exceed \$200. *Payments may not be sent with a student.*

The school's preferred method of payment is monthly direct debits.

The school offers three different payment options for school fees:

Monthly direct debits

Ten monthly direct debits are made from 17 February to 17 November. Direct debit forms are available on the school website or from the school office. Direct debit forms must be completed and received at the office before 10 February.

Single payment

Single payment for all 4 terms must be received by the end of week 1, term 1 of the year to obtain the relevant discount. If your child is withdrawn from the school before the end of the year, refunds will be pro-rata taking into account the required notice period. Refer to ***Withdrawal of a student*** above.

Term payments

Four term payments are due at the end of week 1 each term.

Payment of the capital bond

The school offers two different payment options for the capital bond:

Single payment

Single payment for the full amount must be received by the day of enrolment.

Monthly direct debits

Ten monthly direct debits are made from 17 February to 17 November. Direct debit forms are available on the school website or from the school office. Direct debit forms must be completed and received at the office upon enrolment.

Payment of fees more than 1 year in advance

The school would prefer that families pay all school fees each year, as the fees are set each year. If a family wishes to pay a number of years of tuition fees in advance then they may do so at the tuition fee rate of the year in which the fees are paid. Additional fees and levies including excursions would be billed separately each term and would need to be paid by the due date for that term. In the event that the school decreases its fees no amount will be refundable to where any amount has been paid in advance.