John Colet School

SCHOOL FEES POLICY

Introduction

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

All fees, unless otherwise specified, are per individual child.

Related Documentation

- Enrolment Policy sets out principles and priorities for enrolment in John Colet School. It also outlines the School's procedure for enrolment.
- Current Schedule of Fees and Charges which is available on the School website www.johncolet.nsw.edu.au or from the School office.

Statement of Principles

1. The School is committed to ethical, transparent, effective governance and management, including matters relating to school fees.
2. This policy reflects the ethos and values of the School as expressed in the Vision, Mission and Values.

Scope of policy

This policy covers the School fees paid by parents.

1. School fees

1.1 School fees are billed per student and invoices are issued according to the payment method elected. Families can elect to pay either up front for the year, at the start of each term, or in ten monthly instalments.

1.2 School fees have the following components:

- Tuition fee
- Activity fee (Infants; Primary 3rd - 5th Class; 6th Class)
- Resource fee
- Maintenance levy
- Student Insurance levy
- Building Fund donation (voluntary and tax deductible)

1.3 Tuition Fee

The tuition fee helps cover the provision of teachers and teacher's aides. If bursaries are awarded, they are applied to the tuition fee only.

1.4 Activity Fee:

The School is liable to pay for the following activities, including 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.

1.4.1 Infants (Lower 1st – 2nd) classes activity fee

This activity fee for the infants classes covers some of the direct costs of the school activities offered to the infants children such as day excursions, sport lessons, special education classes (where required), some clubs, specialist art and drama lessons, and lunches.

1.4.2 Primary (3rd – 5th) class activity fee

This activity fee for the primary classes covers some of the direct costs of the school activities offered to the Primary children such as overnight excursions, modern languages, team sports and inter-School sports, primary choir, participation in the Shakespeare Festival including theatre hire. This fee also covers some of the direct cost of school activities such as day excursions, sport lessons and carnivals, special education classes (where required), some clubs, specialist art and drama lessons, and lunches.

1.4.3 Primary (6th Class) activity fee

This fee covers the same activities as the Primary (3rd – 5th) class activity fee. Additionally, it also covers costs unique to 6th Class including end of year special excursions and events.

1.5 Resource fee

The resource fee assists in covering some of the direct costs of subscriptions, use of technology e.g. apps, textbooks, workbooks, readers, 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 where 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.

1.6 Maintenance Fee

This levy raises income for the maintenance of the School's grounds and buildings.

1.7 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. Invoices are issued on voluntary election to donate to the Building Fund. The Capital Bond, or any part thereof, can be converted to a building fund donation. Tax deductible receipts are issued soon after financial year end.

1.8 Student Insurance levy

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.

2. Non-recurring fees and deposits

2.1 Application administration fee

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

2.2 Enrolment administration fee

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

2.3 Confirmed acceptance fee

When an offer of enrolment is accepted, a confirmed acceptance fee is payable. This fee is deducted from the capital bond once the student starts attending school. This fee is non-refundable. This fee is GST free.

2.4 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 6th Class, that is, by the end of February the following year. If enrolment is terminated by the parents before the child completes 6th Class, then upon request the bond will be refunded twelve months after enrolment ends. 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. If a request for a refund is not received in writing by the school within six months of the last student leaving, the Capital bond will be deemed a donation to the school.

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

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.

3. Other fees and payments

3.1 Uniform

These are purchased and paid for from the online uniform shop.

3.2 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.

3.3 After School care

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

3.4 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 Headmaster. 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.

3.5 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 Headmaster must be given, in writing, a full 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.

3.6 Credit card payments fee

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

3.7 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.

4. Discounts

4.1 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.

4.2 Mid-term enrolments

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

4.3 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.

5. 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, American Express, MasterCard, Visa card, or direct deposit into the School's bank account. Credit card payments may be made over the phone or at the School office.

The School offers three different payment options for School fees:

5.1 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.

5.2 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.

5.3 Term payments

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

5.4 Payment of the Capital Bond

The confirmed acceptance fee is payable at the time of accepting enrolment. This is applied to the Capital Bond on commencement.

Payment for the full amount must be received in the first week of commencement.

5.5 Pre-Payment of fees

The school would prefer that families pay all school fees each year, as the fees are set each year. However, pre-payments can be made at any time. If paying school fees more than one school year in advance, the family will be billed the tuition fee set in the year in which the prepayment is made. Additional fees and levies including excursions will be billed at the rate relevant for the year. No refunds will be given if school fees decrease.

For example:

- 1 school year in advance: Prepayment for 2021 school fees made in 2020. All fees and levies will be charged at 2021 rates. Any balance due will be payable at due dates applicable for the 2021 school year.
- 2 school years in advance: Prepayment for 2022 school fees made in 2020. Tuition fees only will be charged at 2020 rates. All other fees and levies will be charged at 2022 rates Any balance due will be payable at due dates applicable for the 2022 school year.

No refunds will be given if school fees decrease.

5.6 Communications regarding payments

We understand that fraud is unfortunately on the rise. At John Colet School we take cyber security very seriously. Should you receive any suspicious communication purporting to come from John Colet School, please do not hesitate to contact us directly, using the telephone number that can be found on our website to authenticate any request.