## SCHOOL FEES POLICY

<table>
<thead>
<tr>
<th>Date</th>
<th>Modified By</th>
<th>Ratified</th>
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<tr>
<td>2003</td>
<td>Finance Sub-Committee</td>
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<td>November 2006</td>
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<td>March 2009</td>
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<td>April 2014</td>
<td>Board</td>
<td>2014</td>
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POLICY STATEMENT

As per the St. Andrew’s Grammar Inc. Constitution Section 9, clause 9.1.4, the School Board has the power to ‘set fees payable by pupils attending the School with a view to attaining an annual balanced budget for the School. As such the procedures set out within this School Fees Policy ensure the proper conduct of the School regarding the setting of and collection of monies owing to the School in order to maintain the balanced budget.

School Fee collection is subject to the procedures detailed in this document.

1. Invoice for full year’s fees will be issued at the commencement of the School year.

2. Three payment options to be offered with either:
   a) One ‘up front’ payment in full within 28 days to receive a 5% discount on the Tuition Fees; or
   b) A payment plan offering – one third due at the end of February, one third due at the end of May and the final third due at the end of August; or
   c) Fortnightly or monthly instalments on completion of the Direct Debit form.

3. Fees may be paid to the School by:
   - Cash
   - Credit Card - a surcharge of 1.43% applies
   - Cheque - costs incurred with dishonoured cheques will be added to the School Fee account.
   - Direct Debit - fees will apply

4. Standard discounts on Tuition fees only are: 20% for 2nd, 27.5% for 3rd and 35% for 4th and subsequent children attending the School at the same time.

5. A Bad Debts Ledger will be maintained on a spreadsheet by the Accounts Receivable Officer. This will record all communications between the School and the debtors concerned. This history of events will be forwarded to recovery agencies or the courts should the debt become outstanding.

6. A “Reminder Statement” will be issued at the beginning of each payment period month (ie; May and August).

7. A late payment fee of 15% per annum, calculated daily will be implemented.

8. The Invoice to clearly state that a “late payment fee of 15% per annum, calculated on a daily basis” will apply unless payment arrangements are made.
9. Non-payment after 14 days of the end of the payment period will result in a reminder statement being issued requesting immediate payment within seven (7) days or contact with the School to make other arrangements.

10. If payment is not made within seven (7) days, the matter will be referred to a debt recovery agency. This will be specified in a letter from the Principal.

11. The matter is left with the recovery agent to pursue if the family no longer has students at the School. If the family concerned has students at the School the matter of their continuance is put before the Principal for consideration. The Principal will bring his recommendation to the School Finance Sub-Committee prior to making contact with the family.

12. The Principal will present a monthly statement (Debtors Statement) to the Board regarding the collection process and other matters of concern.
Schedule of Fees 2014

ENROLMENT APPLICATION
An application for enrolment can only be registered if the Enrolment Application form is completed and $50.00 (GST inclusive) paid. This fee is paid once only per child. The fee covers administration expenses and is non-refundable.

ACCEPTANCE FEE
This is a fee payable once only per child. The fee of $500.00 is payable on the acceptance of a place offered in the School. The fee is non-refundable.

COMPULSORY KINDERGARTEN AND PRE-PRIMARY REFUNDABLE DEPOSIT
A refundable deposit is charged to all new Kindergarten and Pre-primary students of $1,000 per child payable by new families on acceptance of a place in the School. The fee is only applicable to new families enrolling their child in Kindergarten and Pre-primary.

This is non refundable until the child reaches Year One and remains enrolled in the School in Year One. It is then offset against the Year One Tuition Fees and Year Two Tuition Fees by $500 per annum.

TUITION FEES

<table>
<thead>
<tr>
<th></th>
<th>Annual</th>
<th>Overseas</th>
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<tr>
<td>Kindergarten (Part-time)</td>
<td>$3,692</td>
<td>$10,966</td>
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<td>Kindergarten (Full-time)</td>
<td>$5,181</td>
<td>$12,690</td>
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<tr>
<td>Pre-primary</td>
<td>$4,575</td>
<td>$11,810</td>
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<tr>
<td>Primary School (Year 1-5)</td>
<td>$4,575</td>
<td>$11,810</td>
</tr>
<tr>
<td>Primary School (Year 6)</td>
<td>$4,677</td>
<td>$11,912</td>
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<tr>
<td>Secondary School (Year 7)</td>
<td>$4,876</td>
<td>$12,111</td>
</tr>
<tr>
<td>Secondary School (Year 8)</td>
<td>$5,054</td>
<td>$14,950</td>
</tr>
<tr>
<td>Secondary School (Year 9-12)</td>
<td>$5,237</td>
<td>$15,132</td>
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Tuition Fees will be invoiced annually with payments due over three instalments. These are February, May and August within 28 days of receipt of a statement.

There are three payment options:
1. Payment of the Account in full by 28 February 2014
2. Payment by three installments due on 28 February, 28 May and 28 August 2014
3. Payment by ten monthly or twenty fortnightly installments.
4. Dishonored payment will incur a $10.00 admin fee

Your completed Payment Option form is to be returned to the Finance Officer by 7 February 2014 and first payment must be received by 28 February 2014. The final payment is expected by 05 December 2014 unless prior arrangements have been made. Any account remaining outstanding after this date will be referred to our debt recovery agency.

Please note: Previous payment arrangements cannot be assumed as continuing and must be negotiated by the commencement of each year.

If no arrangements are made for payments and fees are late, a penalty of 15% per annum will be applied on the outstanding amount (calculated daily).
The Fees include most excursions and School activities (excluding swimming lessons, specialist excursions, School camps and tours). Additional fees will apply for the School Diary ($25.00) and the School Year Book ($50.00). These fees will be invoiced with the February school fee account and will be due and payable in that period.

CAMP & EXCURSION FEES
Camp and excursion fees will be fixed each year according to costs associated with this activity. Parents will be invoiced in the relevant term’s Fees. Please note that these fees will be due and payable promptly.

CAPITAL LEVY
This levy operates to help fund the building programme of the School and funds are used for Capital purposes only. This levy is not tax deductible. $200.00 per family per year.

DISCOUNTS
Standard discounts on Tuition fees only, are:
- 20% for 2nd, 27.5% for 3rd and 35% for 4th and subsequent children attending the School at the same time.
- 5% for the payment of a full year’s fees within 28 days of the commencement of Term 1.

FEE CONCESSIONS
The School Board is always mindful of parents with a genuine financial need. Parents seeking fee concessions will have to fill in a Concession Application Form and will then have a confidential interview with the Principal and the School Board. Concessions are negotiated on an annual basis at the beginning of each year.

FEES COLLECTION
The School Board reserves the right to alter all school fees and discounts. The school structure relies on the prompt payment of fees. Accounts are issued in advance each year and are payable via a number of options as listed. Parents who believe that they will be unable to make sufficient payments to pay off their accounts by end of term four must make arrangements with the Finance Officer prior to the commencement of the school year. The School is supportive of families who find themselves in difficult circumstances.

In justice to families who pay their school fees regularly and on time, the School will rigorously follow up all overdue school fee accounts. In cases where reminder notices are persistently ignored or arrangements to meet the arrears are not met, the accounts will be referred for legal action to recover the amount outstanding. Any costs associated with legal collections of fees will be added to the account.

Payments by Bankcard, Mastercard and Visa will incur a 1.43% surcharge. Payments by American Express will incur a 1.5% surcharge. Payments by direct debit can be established and forms are available from the School office. Fees will apply.

NOTICE OF INTENTION TO WITHDRAW
A full school term’s notice in writing to the Principal is required of the intention to withdraw a student from the School. Failure to do so will necessitate the charge of one quarter of the annual Tuition Fee.

MUSIC TUITION
Students may choose to learn a particular musical instrument during school time. Peripatetic External tutors are available. Payments are made by parents directly to the tutor. Please contact the School office for further information.
PARENTS AND FRIENDS LEVY
The levy operates to help the fund raising efforts of the Parents and Friends Association and is subject to change from time to time. Currently the Parents and Friends Levy is at $125.00 per family per year.

SWIMMING FEES
Swimming fees will be fixed each year according to costs associated with this activity. Parents will be invoiced on the School Account.

UNIFORM EXPENSES
All uniform items are available from the Uniform Shop. Prices are subject to change and monies are to be paid on collection of items.