



SCHOOL FEES POLICY

1. INTRODUCTION

At Minaret College, we are committed to providing quality education in an Islamic environment to all enrolled students. The Minaret community acknowledges that fees are a critical form of revenue for the school; and that prompt payment of all fees is the responsibility of all parents/carers. The fees and levies collected by Minaret College are essential in providing a high quality of education for students, and are used for the following purposes:

- Provide resources, materials, facilities and equipment;
- Provide teaching, administrative and ground staff services;
- Maintain buildings, grounds and other facilities;
- Assists in capital works programs.

This school fee policy aims to:

- Outline to families the expectations, responsibilities and arrangements for the collection of school fees;
- Support families experiencing changed and difficult financial circumstances to maintain their child/children's enrollment at the school.

Information about our school fees is provided in the following ways:

- On the school website,
- At enrolment interviews,
- On request.

A proportion of funds raised or fees collected on behalf of the College may be applied to the conduct of the College's Early Learning Centre.

2. GOVERNANCE

All details regarding School fees, discounts and concessions are reviewed on an annual basis. Proposed changes to school fees are presented by the Executive Principal to the College Board for approval prior to implementation.

3. PAYMENT OF FEES

Enrolment of a child/children at Minaret College assumes the ability by parents/carers to pay fees in full by the due date. Full details of the current year school fees and discounts are available on the School Fee Structure (available on the school website or at the Administration office at all campuses).



Various payment options are available, with the school's preference being direct debit. ETPOS/credit card payments are accepted at all three campuses. Cash payments can be made at Springvale and Officer campus. Parents are eligible for additional discounts when annual fee is settled in full, by the due date.

4. SCHOOL FEE BILLING OVERVIEW

An invoice will be issued by the school at the beginning of each year. The account will be payable within 28 days of the date of issue.

- Reminder notices will be sent to parents/carers with an outstanding account past the due date of the relevant account. Outstanding accounts are those that are not fully paid, or where Direct Debit or credit card arrangements do not fully cover the fees.
- Any arrangements to vary the conditions for payment must be approved by the Executive Principal.
- Parents/carers with accounts outstanding will be contacted by the Finance Department.
- Should the account remain outstanding, the school will contact the parent/carer to organise a meeting with the Executive Principal, at a mutually agreeable time. The meeting will include a discussion of the issues surrounding fee payment and to reach an agreement on payment conditions. The outcome of the meeting will be confirmed in writing to the parent/carer.
- In the event where a parent/carer does not oblige for a meeting with the Executive Principal, the account may be referred to a debt recovery agency.

For full details of billing procedure, refer to OP-PR-FN-006 Payment of School Fees.

5. TRANSFERING/LEAVING STUDENTS

We understand that changing family circumstances will sometimes require that student transfers to another school. Fees will be payable up until the term the enrollment is terminated, except in cases where the Executive Principal determines that adequate notice is given or that adequate notice was impractical.

6. NON-PAYMENT OF FEES

On rare occasions when parents/carers fail to pay their account, do not respond to reminder notices and do not contact the school to make alternative arrangements; the school is reluctantly forced to consider engaging the services of the school's professional debt collection agency and may involve the instigation of legal action.

The matter then effectively is out of the school's control and all negotiations for payment must then be made with the debt collection agency. The parent/carer's credit rating may also be affected and listed.

Any fees incurred by the school in collecting outstanding fees (including fees for dishonoured cheques or debt collection services) will be passed on to the parent/carer concerned.



7. SCHOOL FEE CONCESSIONS

From time to time, some families find themselves in financial difficulty. With this in mind, the College's intent is that no student will be excluded from our school due to a genuine inability to pay fees.

Fee concessions may be considered in cases where a family's financial circumstances have changed drastically. An application for fee concession should be made as early as possible in the year.

An application for fee concession is valid only for the current school year. If concessions are required beyond the current year, a new application must be submitted at the commencement of the school year to enable a current assessment of the family's financial situation.

Fee concessions are means tested and based on the availability of a valid concession card.

The assessment process takes into consideration all income (including wages, Youth Allowance, all other Centrelink and Child Support payments), as well as housing costs (including rent or mortgage/rates).

8. SCHOOL FEES CONCESSION PROCEDURE

Parents/carers wishing to apply for fee concession should do so on the form "Financial Assistance Scheme Form" obtainable from the School Office.

Parents/carers requesting concessions must provide evidence of net income (including Centrelink and Child Support payments) and housing costs. Pay slips and Centrelink statements are acceptable evidence of income, and rental receipts or bank statements and rate notices as evidence of housing costs.

Where satisfactory documentary evidence of income and housing costs are provided, a fee concession may be granted without the need for an interview. All fee concessions require approval from the Executive Principal. A meeting with the family might be requested if deemed necessary by the Executive principal.

The application and/or interview process is aimed at determining a just and equitable fee that is within the parent/carer's ability to pay. Once a fee concession is granted, it is essential that this commitment is honoured by the parent/carer in full and on time.

The Executive Principal may offer fee concessions on a case by case basis as deemed necessary to ensure continuity of children's education.

9. RELATED DOCUMENTS

- School Fees Structure
- Billing procedure