



## SCHOOL FEES POLICY

### 1. INTRODUCTION

At Minaret College we are committed to providing a quality education in an Islamic environment to all enrolled children. 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 enrolment at the school.

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

- on the school website
- at enrolment interviews
- on request

### 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 by parents/carers at Minaret College assumes the ability to pay fees in full by the due date. Full details of the current year school fees and discounts are available via the School Fee Structure (available on the College website or via Administration at each campus).

Various payment options are available, with the school's preference being direct debit or automatic monthly credit/debit card payments. Over the counter cash and EFTPOS/Credit card payments are also acceptable at both campuses. As per the yearly School Fee Structure, discounts are applied where the yearly fee is settled by the due date or payment is set up via Direct banking.

### **4. SCHOOL FEE BILLING OVERVIEW**

An invoice will be issued by the school at the beginning of each term. The account will be payable within 14 days of the date of issue.

1. Reminder notices will be sent to parents/carers with an outstanding account past the due date of the relevant term account. Outstanding accounts are those that are not fully paid, or where Direct Debit or credit card arrangements do not fully cover the fees.
2. Any arrangements to vary the conditions for payment must be approved by the Executive Manager Operations and Executive Principal.
3. Parents/carers with accounts outstanding at the end of the Term will be contacted by the Finance Department.
4. 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.
5. 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.



#### **4. TRANSFERRING/LEAVING STUDENTS**

We understand that changing family circumstances will sometimes require that student transfers to another school. Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where the Executive Principal determines that a fair notice is given or that fair notice was impractical.

#### **5. 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.

#### **6. 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 full or even part fees.

Fee concessions may be considered in cases where a family's financial circumstances have subsequently changed in such a way as to make fee adjustments necessary. An application for fee concession should be made as early as possible in the billing cycle.

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 healthcare or pensioner 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).

## **7. 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 is provided, a fee concession may be granted without the need for an interview. All fee concessions require approval from the Executive Principal.

At the request of either the Executive Principal or the parent/carer, an interview may take place. At this interview, the parent/carer may present the Executive Principal with other information and evidence that helps to explain their financial status and their ability to meet their commitment to the payment of fees.

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. If family circumstances change, the school must be informed and new arrangements may be agreed to.

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

## **8. RELATED DOCUMENTS**

- School Fees Structure

*Note: Approved by Minaret College Board on 2 May 2019.*