



# School Fees Policy & Procedure

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## **SCHOOL FEES POLICY AND PROCEDURE**

### **Scope**

Although the College receives some government support, fees constitute a necessary and substantial part of the schools income. Without the school fees and support from our parents and community, the College would not be able to function.

Parent(s)/Guardians who enrol their children at the College assume a legal obligation to pay fees.

### **School Policy**

The College is committed to a policy consisting of an Islamic education for young children who come from a wide range of backgrounds, and thus strives to keep fees to a minimum so that parents will be encouraged to enrol their children without suffering undue financial hardship.

### **Board Responsibility**

The AIC Board has the responsibility of reviewing the tuition fee levels each year, to ensure the viability of the school and the quality of the education it provides.

### **Executive Principal Responsibility**

The Executive Principal is responsible for monitoring and reviewing this procedure and ensuring the management group implement and maintain College policies and procedures.

### **Business Manager Responsibility**

The Business Manager in consultation with the Executive Principal makes every effort to be just and compassionate in both:

- ensuring due consideration of those who need a fee discount due to financial hardship, and
- ensure that those who incur a debt must meet their commitment to repayment.

The Business Manager is also responsible for ensuring that arrangements for the payment of fees are adequate.

### **Administration Responsibility**

Duties associated with these policies and procedures will be undertaken and shared by the Enrolments and Accounts Receivable teams.

### **Parent's Responsibility**

When enrolling children in the College, the fee structure is outlined and parents commit themselves, in writing, to fulfilling the responsibility they are undertaking. The seriousness of the commitment must be emphasised and parents must understand that a school is a financial as well as an education institution, dependent upon fees to keep itself viable. The parent/guardian who signs the Enrolment form, accepts the ongoing responsibility for

payment of the fees. Where a child lives with both parents, at least one parent is required to sign the Enrolment Acceptance Form.

It is the responsibility of the parents to notify the management if they are experiencing difficulty with the payment of fees.

**Parents/Guardians/Care Givers who enrol their children at Australian Islamic College have a responsibility to meet the financial obligations associated with the education of their child.**

### **Family Fee Support**

Concession discounts off the standard Tuition Fee are only given for families with a current concession card from Centrelink and facing financial hardship. These discounts are offered to families with more than one child attending the College. To apply please enquire at the front office of your College.

### **Genuine needs:**

The College has provisions in place for reductions or deferrals of payment of fees when a parent finds themselves in circumstances of genuine need, and to this end, the College encourages parents to seek assistance in the early stages of any financial difficulties. In such circumstances, parents are advised to inform in writing of any changed circumstances to the front office of the College. This will then be forwarded to the Executive Principal for approval. Fee support will only be considered after written notice is lodged where the matter will be dealt with respectfully and confidentially.

### **Confidentiality**

All matters related to fee concessions or inability to pay are treated in the strictest confidence.

### **Fees Accounts**

Parents will be invoiced in term one for the full year and reminders will be sent each term. Invoices will be mailed out two weeks prior to completion of each term. All Tuition fee accounts must be finalised by Term 4.

## **Fees Information**

### **Application Fee**

Parents/guardians may register their child/children by completing the application form and paying a fee of \$50 per child. Paying this application fee does not guarantee a place at the College. This application fee is non-refundable and does not count towards tuition.

## Deposit

A deposit of one terms tuition fee per student is due when the College offers a place and the place is accepted. In order to be secured, the place offered by the College needs to be confirmed by the applicant through payment of the deposit within ten days of notification.

Deposit for new enrolments are as follows:

\$450.00 Kindergarten

\$397.50 Primary

\$437.50 High school

*\*Family concessions may apply.*

## Art and Craft Levy for Pre Primary and Kindy

A yearly payment of \$150 Art & Craft levy is applicable to all Kindergarten and Pre Primary enrolments. This levy covers materials and stationary which will be needed during the year.

## Early Bird Payment Discount

An early bird payment discount of 10% applies on Tuition Fees provided there is no outstanding account balance from prior years. The early bird discount is based on full fees (not concession fees). The Secondary Assistance Scheme (SAS) payment of \$235 will not be deducted at the time of the early bird payment but will be refunded should the payment be received after the fees have been paid in full.

Early payment discount date is the last day of Term 4 for the following academic year.

## Staff Discount

In recognition of our staff's commitment to providing an Islamic School education for their children a 50% discount is offered to full time employees on tuition fees only while pro-rated discount is offered to part time employees if full payment is made no later than the first day of Term 1. Staff are given the following discount options:

- |                                                           |                                |
|-----------------------------------------------------------|--------------------------------|
| ▪ Full payment by <b>first day of Term 1</b>              | 50% Staff Discount (pro-rated) |
| ▪ Per Term (due beginning of each term)                   | 30% Staff Discount (pro-rated) |
| ▪ Per Month / Fortnight (Payment Plan / Salary Deduction) | 20% Staff Discount (pro-rated) |

## Re-enrolment Fee

A re-enrolment fee of \$200 per child is applied in term 3 for the following year and is counted towards the total tuition fee. However this fee is non-refundable should the child/children decide not to attend.

## Tuition Fee Payment Options:

Tuition fees are payable in equal instalments on or before the due date. There are three payment options available:

- **Option One:** Payment of fees annually.
- **Option Two:** Four equal payments. Due no later than week one of each term.

- **Option Three:** Payments in nine (9) monthly equal instalments payable from **February to October** commencing **18 February**. This option is only available **via direct debit** arrangement with the College.

Payment Options are accepted on a case-by-case basis and must be approved by the Executive Principal.

**Communication: Please note that it is the parent’s responsibility to communicate with the College if they do not receive the invoice.**

### Payment Procedure

Payments by Option One or Two may be made using the following methods:

1. Cheque or cash
2. Debit card
3. Credit card
4. Internet banking
5. Centrepay (Forms available at front office)
6. Direct Debit (forms available at front office)
7. Payway (forms available at front office)

### Internet banking details

|                                |                                 |
|--------------------------------|---------------------------------|
| <b>KEWDALE : BSB: 036 069</b>  | <b>ACCOUNT NUMBER: 224 584</b>  |
| <b>THORNLIE : BSB: 036 069</b> | <b>ACCOUNT NUMBER : 110 309</b> |
| <b>DIANELLA : BSB: 036 069</b> | <b>ACCOUNT NUMBER: 126 415</b>  |

\*When paying by Internet banking please enter your family ID number in the details section of the internet transfer payment. If family ID number is not on your invoice please enter you name as per invoice. Please email a copy of your payment to [info@aic.wa.edu.au](mailto:info@aic.wa.edu.au).

Payments using payment **Option Three** may only be made by **direct debit**.

**Cheques** should be made payable to ‘Australian Islamic College’ and may be delivered to the Accounts Office or posted to the College.

**Promissory Notes** will not be accepted.

### Year 12 Fees

Students complete their Year 12 schooling at College early in Term 4, parents need to be aware that graduation certificates will not be issued unless the tuition fees is paid in full.

### **Non-Payment of School Fees**

Student’s enrolment is suspended if tuition fees are not paid by the due date.

### **Late Payment of Fees**

Parents/guardians who are unable to pay fees by the due date must apply to the Executive Principal through the Accounts department for an extension or instalments of payment terms. In the event that fees are two weeks overdue, the College may charge an account administration fee. The Executive Principal also reserves the right to cancel a student's enrolment where fees are overdue unless satisfactory alternative arrangements have been made. Any expenses, costs or disbursements incurred by the College in recovering any outstanding monies shall also be charged to the account.

### **Withdrawing Students from the College**

If parents decide to withdraw their child from the College permanently, then they should do the following:

- Notify the respective Principal in writing **21 days** prior to the withdrawal of a student from the College. If the notice is given during a term, this term will still be charged, but payment for remaining term/s will be refunded. In default of such notice, the following full term's fees will be charged. Verbal notice is not considered to be due notice of withdrawal.
- Leaving Form must be completed and signed by either parent or guardian and given to the Office.
- **Unless the account is settled within 14 days of the notice the account may be placed with the College's Debt Collection Agency.**

Implementation date: [February 2018]

Approved by: [Executive Principal]

Next review: [February 2019]