

Wellington Christian School Policy



FEES

RANGS Reference	-
Date of Last Review	March 2017
Board approval required	Yes
Owner	Business Manager

RATIONALE

1. GENERAL

- 1.1 The Wellington Christian School community looks to God for the provision of funds to sustain its operation. These funds are provided through government grants, school fees, fundraising and donations. Individual families also trust God for His provision, enabling the payment of school fees to support the school for the benefit of the whole school community. The school community considers that prompt payment of agreed fees and charges is a foundational commitment on the part of parents to the school.
- 1.2 To ensure the proper functioning of Wellington Christian School, realistic school fees which ensure the school's recurrent and long term sustainability in the areas of facilities maintenance, staffing and resourcing must be set. These fees are kept at the lowest possible level and, along with expenditure, are reviewed annually by the Board.
- 1.3 Subject to the conditions of the enrolment policy, the school aims to be available to all parents who genuinely wish to participate in Christian education, regardless of their economic circumstances. This policy contains several measures which enhance accessibility and affordability for families with several children, low income families, and families who find themselves in sudden changed financial circumstances.

2. FEES AND CHARGES

- 2.1 Families are encouraged to view school fees as an annual commitment although fees are billed by Wellington Christian School on a per term basis. Instalments are payable one term in advance and due on the first day of each term.

A range of alternative payment frequency options exist and are detailed in the annual Fee Information package. Each option presented is designed to ensure full fee payment by the end of the School year. Families may communicate their intentions via completion of the annual Fee Payment Commitment Form attached to the Fee Information package.

- 2.2 Where fee payment causes undue hardship, alternative arrangements may be negotiated with the Board by contacting the Head of School.

Alternative arrangements are divided into two categories:

- 2.2.1 Payment Frequency: Variation to a term in advance (as described in Section 2.1), i.e. full fees paid either weekly, fortnightly or monthly using Direct Debit or another suitable arrangement such as CentrePay.
- 2.2.2 Financial Distress: Parents in genuine financial need are encouraged to approach the Head of School or Business Manager, preferably before any debt begins to accumulate.
- 2.3 When a family's financial circumstances change dramatically, consequently influencing their ability to pay agreed fees, they should contact the Head of School to re-negotiate fee payment. Changed circumstances include either an improvement or deterioration in income from employment and other financial circumstances.
- 2.4 Most sporting charges, exercise books, equipment and excursions are incorporated into the fee structure. Some excursions and high cost activities may be structured to attract an additional contribution (levy) from families of students involved. The purpose of this levy is to enhance student commitment to and their valuing of these activities. The Board must approve all additional activity charges for mandatory activities. In general, the contribution should be of a level that it is achievable for students themselves to raise these contributions, thereby enhancing their commitment. Reasonable structures will be established which assist families unable to make these additional contributions to still attend these activities without disadvantage.
- 2.5 From time to time, optional activities may be planned for students as a means of further enhancing the students' total educational and life experience. These activities may be arranged on a "user pays" basis. The Principal must approve all proposals for these activities, and may consult with the Board to determine their benefit and consistency with the school's values and vision.
- 2.6 Students who are ill or on holidays for part of a term will be expected to pay the full term's fees. Students whose enrolment commences partway through a term will pay fees on the number of weeks or part thereof they are enrolled in that term.
- 2.7 Ten (10) term weeks' notice in writing addressed to the Head of School will be necessary if at any time parents choose to remove their child(ren) from the school. Parents will be charged for ten (10) term week's fees from the date of written notification if the termination date falls within that ten (10) term week period. This charge is payable within fourteen days of it being billed.

3. OUTSTANDING DEBT

- 3.1 It is the responsibility of parents to pay agreed fees on time. It is the responsibility of parents who may be experiencing difficulty paying agreed fees to be proactive in the management of their affairs with the school and make contact, as necessary.
- 3.2 The school recognises its responsibility in assisting families to avoid accumulating debt, so has established a debt collection procedure to manage debts which remain outstanding. These procedures include reminder letters, time limits for action on the part of the debtor and the use by the school of debt collection agencies where required. The School Board may also resolve to use legal action to recover outstanding fees and associated costs. Ultimately, the Board may terminate enrolment of a student or students to avoid the uncontrolled escalation of the parent's debt.

Related Policies & Procedures	Person Responsible
Fee Management Procedures	Business Manager