



Fee and Fee Concession Policy and Procedures

Purpose:	The purpose of this policy is to ensure that School fees and charges are applied in a consistent and equitable manner that allows for the responsible financial management and stewardship of the School.	
Scope:	The policy applies to all tuition fees, levies and other charges that are applied to parent/guardian accounts by Lutheran Ormeau Rivers District School (LORDS).	
Status:	Approved	Date of Approval: 23 May 2019
Approved by:	School Council	
References:		
Legislation	N/A	
Related School Policies / Procedures	<ul style="list-style-type: none">• Fee Schedule• LORDS Collection Procedures	
Review Date:	Triennial	Next Review Date: May 2022
Policy Owner:	School Council	

1. LEVEL OF SCHOOL FEES AND CHARGES

- 1.1 School Fees are set by the School Council from time to time with any changes being notified to parents / guardians in advance.
- 1.2 The level of School Fees at any one time is available on the School website (www.lords.qld.edu.au) or upon enquiry at the School Office.
- 1.3 When setting fees, the School Council will take into account the financial needs of the School and the ability of the school community to meet the level of fees to be charged, keeping in mind the socio-economic characteristics of the community.
- 1.4 The School will provide parents with full details of fees and charges for the coming year.
- 1.5 An Enrolment Deposit is charged 'per family' and should be refunded within three (3) months of when the last child finishes School, if the parent account is not in arrears. However, in the event of a fee concession being granted to a family at any time, all enrolment deposits held for that family will be forfeited by the family.

2. ISSUING ACCOUNTS

- 2.1 School Fee Statements are issued on four (4) occasions throughout the school year, prior to the commencement of each term, in the following months:

Term 1	Issued January
Term 2	Issued April
Term 3	Issued June
Term 4	Issued September

- 2.2 Mid-term enrolments will be billed for Tuition Fees based on a pro rata system in line with the number of weeks attended during the term. All levies are billed in full for the term.

3. PAYMENT OF FEES

- 3.1 All School Fees are due on the first Friday of the new term unless satisfactory payment arrangements are entered into with the School prior to the due date. Weekly, fortnightly and monthly payment frequencies can be arranged with the approval of the Business Manager; direct debit agreements can be entered into with the School for this purpose.
- 3.2 School Fee Statements will be available on the Parent Portal which can be accessed through the School website (www.lords.qld.edu.au).
- 3.3 A variety of payment methods will be made available for the payment of fees including credit card, BPAY, direct deposit, cash, cheque and EFTPOS.
- 3.4 Sibling discounts (for more than one child), annual discounts (for upfront payment of annual fees) and staff discounts may be made available at discount rates approved by School Council.

4. ACTION ON OVERDUE ACCOUNTS

- 4.1 The recovery of unpaid fees must be approached sensitively to protect all parties from public embarrassment.
- 4.2 Four (4) weeks after the due date for payment of fees and each four (4) weeks thereafter the Business Manager's Office will issue accounts rendered including an account service fee of \$25.00 per month for each month the account is overdue. This service fee will not be applied to accounts where suitable prior alternative arrangements for payment have been entered into and those arrangements are being followed.
- 4.3 If the School Fees remain unpaid and no special arrangements have been made, the student will be removed from the School and appropriate recovery action commenced. Any costs associated with recovery action including (but not limited to) legal fees, court costs and collection agent's charges will be added to the balance of the account and will be payable in addition to the original sum owed.
- 4.4 For families with fees long overdue for payment, the School may employ the services of a debt collector and/or Solicitor to assist in recovering monies due. Such action will require the prior approval of the Principal.

The institution of proceedings to recover unpaid debts through the Queensland Civil and Administrative Tribunal (QCAT) may only be proceeded with after approval to do so has been sought and obtained from the Principal.

The institution of court proceedings (other than QCAT) to recover unpaid debts may only be proceeded with after the approval of School Council has been granted.

5. ARRANGEMENTS FOR DEFERRED PAYMENTS

- 5.1 The School (through the Principal or the Business Manager) may be approached by parents / guardians of students if the School Fees cannot be met by the due date for payment. These requests will be treated confidentially on a case by case basis and depending on the circumstances of each case, the School may agree to fees being paid by instalments or by deferral for a period of time. Normally it will be expected that fees will be paid in full by the end of the term to which they relate.
- 5.2 The Finance Office will maintain a confidential file in respect to each account for which special deferred arrangements have been entered into so as to monitor the situation.
- 5.3 Accounts which are not maintained in a manner agreed upon by the School will be regarded as being out of order and will be subject to the special provisions of Clauses 4.3 and 4.4 of this policy.
- 5.4 If the situation facing the parent(s)/Guardian(s) changes such that they are able to meet the normal requirements of the School in relation to the payment of school fees, then the parent(s) / guardian(s) must inform the School of the change in their situation.

6. FEE CONCESSIONS

- 6.1 The Principal and the Business Manager have the discretion to grant a fee concession on a financial needs basis. Requests will be dealt with on a confidential case by case basis according to the procedure outlined below. Parents receiving concessions are expected to do the same. It is the policy of the School Council that this procedure be followed. Neither the Principal nor the Business Manager has authority to deviate from this procedure without the express consent of the School Council.
- 6.2 The initial request by the parent(s) / guardians(s) can be made in writing or by telephoning the Principal or the Business Manager. The School may initiate offers for concession of fees.
- 6.3 The Principal shall refer any requests received to the Finance Office. The Finance Office will issue an Application Form to the parent(s) / guardian(s) to request a fee concession. The form will require parents(s) / guardian(s) to make a statement of their financial affairs.
- 6.4 The properly completed and signed Application Form must be returned to the Business Manager. The Principal and/or the Business Manager will consider the request and notify the parent(s) / guardian(s) of the decision as to whether or not the request has been granted and if so, to what extent. A copy of the authorised approval for fee concessions is retained on the School's file.
- 6.5 Concessions will be reviewed annually or sooner if required.

7. CHANGE IN THE RELATIONSHIP BETWEEN PARENT(S) / GUARDIAN(S)

- 7.1 Parent(s) / guardian(s) must inform the Principal if there is a change in their relationship with each other since signing the Application Form (e.g. divorce or separation). The Principal may require that a new Enrolment Form be completed by the person who is to assume the obligation of paying School Fees.
- 7.2. All information given to the Principal will be treated in the strictest confidence.

8. RESPONSIBILITY FOR PAYMENT OF ACCOUNTS

- 8.1 Notwithstanding that one or other of a parent / guardian assumes responsibility for payment of fees, the School views this as an arrangement between the parent(s) / guardian(s) only and reserves the right to recover outstanding fees from another parent / guardian should any reasonable attempts to collect payment not be successful.