



BISHOP TYRRELL ANGLICAN COLLEGE

COLLEGE FEES AND FEE ADMINISTRATION

Parent Information

November 2018

This document represents a summary of key components of the College's complete College Fees and Fee Administration Policy. Questions regarding the full policy should be directed to the College office.

Overview

As a mid-fee paying independent school, Bishop Tyrrell Anglican College is committed to the Newcastle Anglican Diocesan mission of providing affordable, quality education. The College's fee payment and collections policy acknowledges that all families' financial circumstances are different and that an Anglican education is a choice that is exercised within the constraints of family income. Upon Enrolment, parents acknowledge and accept that a significant financial contribution is required toward the cost of providing an Anglican school education.

Annual Fees and charges are published on the Bishop Tyrrell Anglican College website. All fees and charges are reviewed annually and subject to change with notification to parents by the Principal.

Enrolment forms are a legally binding contract between the College and nominees for which the responsibility of meeting the fees and charges is accepted. Parents or guardians are required to sign this contract and acknowledge that all parties signing the fee contract are jointly and severally liable. It is the practice of the College to have both parents/ guardians sign the fee contract where possible.

Enrolment in any of the services the College offers constitutes agreement and acceptance of liability for all fees and charges and the payment terms and conditions within each service, by the enrolling person / signatory.

Family accounts are confidential and discussed only with the responsible fee payer unless express permission is otherwise held.

The College expects that fees are maintained by the family in accordance with the fee schedule for each year of enrolment.

Application Fee (Enrolment application fee)

To register a student enrolment a non-refundable application fee of \$110.00 applies to K-12 enrolments and a \$55 fee applies to Preschool enrolments.

- New students to Preschool: \$55.00 per student
- Preschool to Kindergarten: Application fee not applicable
- New students K-12: \$110.00 per student

Payment is required at the same time the enrolment application is lodged with the College. Enrolment applications are not considered without payment of this fee.

Enrolment Confirmation Fee (Enrolment deposit fee)

Payment of a non-refundable enrolment confirmation fee of \$750.00 for the first dependent child and \$250.00 for each subsequent dependent child secures the right of the student to enrolment at the College. This fee becomes payable upon the receipt of an offer of enrolment following the satisfactory completion of the enrolment application process.

Preschool Fees

Preschool fees are charged on a per-day rate as published on the College schedule of fees and charges. Student fees are calculated based on the attendance pattern per week and days per Preschool term.

Full fees will be charged for all days of absence, full or partial (such as illness or holidays outside College term dates).

Fees are not charged for Public Holidays.

An equipment fee per student of \$55 will be charged at the beginning of each year or upon enrolment and forms a part of the fee structure.

A late pick up fee of \$12 applies with an additional charge of \$1 per minute in the event pick-up occurs outside of operational hours.

Preschool fees are charged on a per term basis only. Accounts are issued by Week Four of each term when attendance patterns have been established.

This account is payable within 14 days of invoice being issued. Late payments may be subject to late payment fees in accordance with clause 6.3 of this policy.

Tuition Fees (K-12)

Annual tuition fees are set by the College Council and NASC Board. Tuition fees are billed quarterly preceding each school term with the exception of Year 12 student which are billed in 3 instalments (Terms 1, 2 and 3).

Tuition fees may be paid for the full year in advance, per term, or through a regular direct debit instalment plan by agreement with the College. Payments can be made in person at the College, by cash, cheque, EFTPOS, MasterCard or VISA. EFTPOS, MasterCard and Visa payments can also be accepted over the phone with the NASC Schools Management Division.

Discounts apply for fees paid in advance for the entire year. Fees being paid on a per-term basis are due in full within 14 days following the invoice date. Term fees received outside of these times will be subject to late payment fees unless an acceptable arrangement with the College has been established.

The College offers regular direct debit payments and such arrangements will not be subject to late payment fees subject to honouring of the arrangement.

Related Charges Levy (RCL)

The Related Charges Levy (RCL) is an annual charge to all students toward student resources, compulsory excursions, camps, compulsory sport programs and associated bus travel and whole school activities. The cost of student resources and whole year group activities is included in this fee rather than a charge for each event. The Related Charges Levy is invoiced on the same basis as tuition fees and forms part of the compulsory fee requirement.

Year-level camps and retreats are considered a compulsory component of the curriculum and charged to all students as part of the Related Charges Levy quarterly on the same basis as tuition fees.

Before, After School and Vacation Care (OOSH)

Direct Debit payment for use of OOSH services constitute a condition of enrolment. All users of the service are required to complete and submit the relevant direct debit paperwork. In the event paperwork is not received, or direct debit payments are unsuccessful, use of the service may be declined.

Fees are payable on all permanent booking absences, including illness. No fee is charged while the service is closed over the Christmas/New Year period or on a public holiday.

A late pick up fee of \$12 applies with an additional charge of \$1 per minute in the event pick-up occurs outside of operational hours. In circumstances that are beyond the control of families; for example, inclement weather and traffic accidents, which may result in them arriving late to collect their child, the OOSH Coordinator will have discretion to decide if families will be charged the late fee. Families who are continually late collecting their children without a valid reason may jeopardise their child's place at the service.

Sibling Discount

A discount is available to domestic families for the period that two or more siblings are enrolled at the College. The discount is offered at the following rate:

- First dependent child (Eldest) Full Fee
- Second dependent child 20% Discount
- Third dependent child 35% Discount
- Fourth (and subsequent dependent children) 90% Discount

Sibling discounts apply to tuition fees only for K-12 and do not apply to Preschool fees.

Sibling discount applies to FFPOS students from 2017 onwards. The discount applies to an amount equal to the domestic tuition fee for that year and will be calculated at the time of enrolment.

A family is deemed to be those students cohabitating in one household or with reference to the responsible fee payer.

Bursaries

A bursary is a reduction in annual tuition fees that is granted by the Principal on the basis of financial need. Bursaries are awarded subject to the merit of each application on a case by case basis at the discretion of the Principal within the constraints of the annual budget as set by the College Board. Bursaries apply to tuition fees only.

Bursaries are awarded for up to 1 year and subject to an annual review process. Each request is assessed against the following criteria

- a) Student assessment – Pastoral and Academic*
- b) Family contribution to the College Community*
- c) Capacity to pay / means assessment*
- d) Available alternative payment options*
- e) Payment history*
- f) Alignment to College Mission and Values*

A bursary may be revoked should either of the following occur:

- Dishonoured payment agreements
- Serious student misconduct

Should a bursary discount be withdrawn, full fees become payable from the date of withdrawal of the bursary.

Scholarships

A scholarship aims to encourage and recognise students in their pursuit of Academic, Co-Curricular and Pastoral excellence and is intended to provide students with the financial support to further their education as well as reward achievement and effort.

Scholarships are awarded by the Principal via a process of competitive examination and interview and subject to performance and other conditions.

A Scholarship entitles the holder to the remission of tuition fees only and is subject to fee payments being made by the due date or in accordance with an agreed Principal arrangement.

All scholarships will be reviewed annually by the Principal.

A Scholarship may be revoked should either of the following occur:

- Dishonoured payment agreements
- Serious student misconduct

Should a Scholarship be withdrawn, full fees become payable from the date of withdrawal of the Scholarship.

Student Withdrawal (Domestic P-12)

Families requiring a reduction in their child's days at Preschool are required to provide two weeks' written notice to the Director of Preschool.

Domestic families withdrawing students (P-12) during Terms 2 to 3 are required to provide a minimum of 4 weeks' written notice to the Principal. Where the minimum notice is not provided, a full term's fees are payable.

Domestic families withdrawing students at the end of the school year are required to provide written notice to the Principal no later than the end of the last day of Term 3. Where notice is received after this date, and / or withdrawal occurs during Term 4 or Term 1, a full term's fees are payable.

Families may apply to have Term fees waived in part or full, subject to review by the Principal. The College is under no obligation to waive these fees and the decision remains at the discretion of the College.

Where a notice to withdrawal is provided on an enrolment with two signatories, both signatures are required prior to the withdrawal occurring.

Cancellation of OOSH Service Bookings

Families are expected to make bookings for the OOSH service in advance. Bookings will only be accepted when families have completed the service's Enrolment Form in full.

Families wishing to cancel their child's permanent booking at the service are required to provide one month's written notice to the OOSH Coordinator, or they are liable to pay the equivalent of two weeks' child care fees to the service.

Casual bookings can be cancelled, provided 24 hours' notice is given. Fees are payable for unexplained absences or cancellations made under 24 hours.

In the instance where an OOSH account falls into arrears by more than 21 days, the matter will be referred to the OOSH Coordinator. In consultation with the Principal, the OOSH Coordinator will review a child's permanent bookings and consider the acceptance of any casual or Vacation Care booking.

Payment difficulties

The College recognises that from time to time, family circumstances change. Where these changes impact the ability to service the fee commitment, parents / caregivers should contact the Debtor's Officer at the NASC on 02 4907 5733 at the earliest opportunity to discuss the situation to agree a suitable arrangement.

Late or overdue payments

It is the responsibility of the liable parent / caregiver to contact the Debtor's Officer in the event a payment cannot be made within the terms and conditions of this policy to advise and seek a suitable arrangement to be put in place.

In the event an account falls into arrears, the balance must be received in full by the College by the final day of Term 3 of the current year. Should the arrears not be received, the enrolment may be terminated, and the student prohibited from returning in Term 4.

In the absence of a satisfactory arrangement being established, a late payment fee of \$50 will be applied at the end of the Term and a further \$50 per month thereafter until the account is settled in full, or a satisfactory arrangement is agreed between the account holder and the College.

Disputes

In the event an account holder has any dispute with the College, payment arrangements are to be honoured throughout the disputation process. The enrolment signatories remain liable for all fees and charges until such time the dispute is resolved. All fees and charges must be maintained in accordance with this policy throughout any dispute process unless otherwise agreed in writing by the Principal. Failure to maintain payment for fees and charges during a dispute will result in the appropriate debt treatment being applied.

Disputes regarding account fees should be directed to the NASC Debtors Officer in the first instance.

Non-payment of account

Where an account falls into arrears for non-payment, and a suitable arrangement cannot be reached, the enrolment may be terminated by the College, at which stage the debt will be referred to a credit collection agency.

Non-payment of OOSH services will result in a suspension of OOSH provision until such time the account is settled in full.

Key contacts:

NASC Debtors Officer, Mrs Sue Wells:

02 4907 5733

Bishop Tyrrell Anglican College Administration Office:

02 4979 8484