

EASTSIDE LUTHERAN COLLEGE FEE COLLECTION PROCEDURE

PURPOSE OF THIS DOCUMENT

This Eastside Lutheran College (ELC) Fee Collection Procedure outlines the processes used in the charging, notification and collection of student fees.

FEES & LEVIES

The structure of our fees provides for a number of payment options of the Tuition Fee to assist parents/guardians/caregivers (Parents) in the affordability of our education programs. Fee rates, payment options, discounts, charges and due dates for each year are shown in the ***ELC Annual Fee Schedule***.

PROCEDURE

New Enrolment Applications

Each enrolment application attracts an Enrolment Fee. This is payable before enrolments are assessed. This fee is not refundable.

Student Fee Account and Fee Notification

- Once a student is enrolled, a Student Fee Account is issued to the Parent who signs the enrolment contract. The Student Fee Account is used for each student, into which all fees, charges, discounts and payments are applied. If split fees are required, Parents are expected to make separate payment arrangements with ELC.
- Parents are notified of the Tuition Fees through receipt of a Fee Invoice/Statement for each Student Fee Account balance, that is issued via email prior to Term 1. Parents are required to follow up to receive this statement in a timely manner, due to fee payment deadlines.

Types of Fees

- Tuition Fees: Costs for tuition, excursions, incursions, books, year level camps, swimming lessons & athletics sports, student incident Insurance, school Magazine, other sundry classroom and student-related costs and administration are part of the core curriculum and are therefore included within the Tuition Fees.
- Elective Subjects Levies: Costs for elective subjects and extra-curricular activities are additional to the Tuition Fees and are charged separately. Payments are required in advance and in full in order for students to participate.
- Tuition Fees exclude costs for leavers dinner, leavers jumper, school productions, student electronic devices, uniform and e-books. Some external sources of learning may attract a family contribution.

How Much to Pay

- Fees change from year to year and may be adjusted annually in accordance with inflation and school cost requirements. Fees are published on the ***ELC Annual Fee Schedule***.
- Tuition Fees and Levies are charged to each Student Fee Account aligning to the relevant year group on or around the 1st of January each year with the default charge being the Tuition fee per Term.
- Students who enrol part-way through the year will have Fees applied to their Student Fee Account following enrolment acceptance and calculated per the applicable half-term attendance.

How to Pay Fees

- Fees can be paid by BPay, Direct Debit arrangement or through the Administration Office. Information on how to pay is attached to the Fee Invoice/Statement issued to Parents.
- It is important that Fee payments specify the student's name and identification number to ensure allocated to the correct Student Fee Account.

When to Pay – Options & Due Dates

- Fees are expected to be paid by Parents before each Term commences.
- There are several payment options, each with applicable discounts, charges or conditions.

Payment Options	Payment Interval	Paid in full by Due Date	Adjustment
Annual	Annual Fee in full	31 January each year	Discount applies
Term	Term Fee in full <ul style="list-style-type: none"> • Term 1 fee • Term 2 fee • Term 3 fee • Term 4 fee 	<ul style="list-style-type: none"> • 31 January each year • Last business day of Term 1 • Last business day of Term 2 • Last business day of Term 3 	Nil
	Term Fee by Installment payments*	Term fee must be paid in full by the last day of each Term.	Admin charge apply

- Instalment Payment Arrangements*
 - The Term fee payment in full terms and conditions apply until a payment arrangement proposal is approved and advised.
 - Instalment Payment Arrangements incur an administration fee.
 - Instalment Payment Arrangements for each Term are only available on the condition that the Term fees must be paid in full by the end of that Term. Unpaid fees at the end of Term will incur interest charges.
 - To apply for an Instalment Payment Arrangement, Parents submit a written proposal to the Director of Business Services outlining the payment frequency and amounts to pay by the end of the Term.
 - For this option to be valid, an Instalment Payment Arrangement must be approved by the Director of Business Services no less than 2 weeks before the start of the relevant Term period.

Discounts

- Annual Fee discount: Applies to Standard Tuition Fees when paid in full by the due date.
- Siblings discount: When more than one student from a family attends ELC at the same time, there is discount for each successive student. Applies to Standard Tuition Fees only.
- Staff discount: Applicable for the period whilst Parents are actively employed staff at ELC. Applies to Standard Tuition Fees only and via salary deduction.
- Low-income Concession Fees: Requires State Government Student Assistance Scheme (STAS) approval. Standard Tuition Fee rates and payment due dates apply until STAS is approved. Applies to Tuition Fees only. No other discounts apply with this concession.
- No discounts apply to Kindergarten fees.

Government Concession Assistance (Student Assistance Scheme - STAS)

- ELC offers Tuition Fee concession rates for low-income families through the Tasmanian Government administered Student Assistance Scheme (STAS). STAS provides a small amount of financial assistance towards the cost of educational expenses for full time students of low-income families.
- Application for STAS requires disclosure of personal information to assess the need, is dependent upon proof of family income, and requires the applicant to hold a current State Concession Card.
- Parents are required to pay the Standard Tuition Fee rate per the ELC Fee Policy until ELC is advised of the STAS approval by the relevant State Government department. From the date STAS is approved, the Fee rate will be amended on the Student Fee Account from Standard Tuition Rate to Concessional Rate.
- Concession acceptance criteria:
 - Parents must apply for the STAS Scheme - Application forms are available online at www.service.tas.gov.au/services/education-and-skills/financial-support-for-students, or from the ELC Finance Office. Parents to provide ELC Finance department with a copy of the STAS form submission.
 - Evidence of a current concession card for the Parent is provided to the ELC finance team; (An expired concession card will incur an admin fee and Fees will revert to Standard Tuition Fee from that expiry date); and
 - STAS approval is received by ELC Finance team from the relevant Government agency.

Late Fees & Dishonoured Payments

- When student fees are not paid by the due date, including when agreed payment arrangements are not being met:
 - The student will not be permitted to participate in ELC activities; and
 - The Parent will incur a late fee interest charge calculated daily on the outstanding balance; and
 - The Student Fee Account will be reviewed monthly by ELC management to consider taking further action including assessment for, and initiation of, credit management or debt collection; and
 - At the Principal's discretion, ELC may review to cancel the student's enrolment.
- Parents who dishonour approved Fee Payment Arrangements will be given reasonable opportunity to remedy the situation prior to debt collection action being taken.
- Parents will be charged all costs incurred by ELC for debt collection.
- Once a collection agency has been engaged, Parents will be required to resolve the debt through that agency for account settlement. Where further action is required the debt may be referred to solicitors or court action to recover fees.
- Late charges can only be waived at the discretion of the Principal or Director of Business Services.

Students De-enrolment Fee

- If a student is to leave ELC (de-enrol), before the completion of the last year of schooling offered by ELC, per the Enrolment Policy, Parents agree to provide at least one term (10 weeks) written notice to the Principal.
- Failure to provide such notice will incur one Term of Tuition Fees as the De-enrolment Fee. If

a student enrolment is cancelled, the fees for the Term in which this occurs remain to be paid in full.

Bus Transportation Services Fee

- ELC operates a private bus service and offers transport to and from the College campus via various predetermined routes. Limited seating is available. Prompt fee payment ensures a seat is available to the student each day.
- Parents who wish to utilise the service are requested to complete an application each year and to sign a Code of Conduct Agreement.
- Bus Fees are to be paid in advance for either the year or a Term.
- Casual arrangements are subject to availability.

Financial Hardship

- ELC is aware that families may experience financial hardship from time to time and is willing to assist those who are experiencing difficulties in complying with the Fee payment requirements.
- Arrangements for temporary deferral of payments, due to extraordinary circumstances, can be made at the discretion of the Principal.
- Parents should contact the ELC Finance Office with a submission in writing that will then require a face to face meeting with the Principal or Director of Business Services.

If you have any questions please contact our Finance Department at ELC office on 0362 446885 or fees@elc.tas.edu.au.

Policy Type: Operations	Approver: Principal	Approval Date: 20 th November 2026
Review frequency: Every 2 years	Reviewed by: Director of Business Services	Review Date: 10 th November 2026
References: ELC Fee Collection Policy, ELC Fee Schedule 2026, ELC Enrolment Policy		