

EASTSIDE LUTHERAN COLLEGE FEE POLICY

PURPOSE OF THIS DOCUMENT

This Eastside Lutheran College (ELC) Fee Policy outlines the processes used in the setting and collection of School Fees (Fees).

BACKGROUND

- ELC is committed to delivering quality education to all students. Funding from Fees is used to provide staff, activities and facilities necessary to deliver our education services.
- It is important that parents/guardians/caregivers (Parents) support provision of fee income through the prompt payment of Fees.

POLICY

Setting of School Fees

- Fees are set annually and approved by the Board. Refer to the **Annual Fee Schedule**.
- School fees play a pivotal role in meeting the College's financial obligations. When setting fees, the College Board takes into consideration relevant budgeting requirements:
 - to enable the College to meet expenditure;
 - to ensure sufficient funding is available to develop and improve facilities and resources;
 - to ensure parents are provided with value for money; and
 - to ensure those with genuine financial hardship are supported and assisted wherever possible.

Financial Obligations

- The ELC Board expects that all Parents shall pay Fees. The Board is committed to support low-income families through provision of concession rates.
- By signing the ELC enrolment documents, Parents acknowledge that they have agreed to commit to the payment in full of all fees and levies when they fall due. By default, school fees for each student are payable before the commencement of each Term.
- Options for payment of fees: annual in full, by Term in full, by Term via installment plan.
- Discounts to the scheduled fees will be available to Parents where: full year Fees paid in advance, students have other siblings attending ELC, staff and, Parents who qualify for low income Student Assistance Support.
- Scholarships may be offered from time to time at the discretion of the Principal. These are applied to the tuition fee during the period the Scholarship is conferred.
- Financial hardship arrangements will exist to assist Parents with a genuine need to defer fees for a temporary period.
- The ELC Board is responsible to ensure all reasonable steps are taken to collect school fees. Overdue accounts for late or non-payment will be subject to administration fees. Failure to pay school fees within the acceptable time frame will result in late fees and review of the continuation of the student(s) enrolment.

Policy Type: Strategic	Approver: Board	Approval Date: 20 th November 2026
Review frequency: Every 2 years	Reviewed: Director Business Services	Review Date: 10 th November 2026
References: ELC Fee Collection Procedure, ELC Annual Fee Schedule		