



POLICY ON FEES

1. Reflection Material

- 1.1 All Hallows' School Mission Statement
- 1.2 All Hallows' School Strategic Plan

2. Rationale

All Hallows' School is guided by its mission, values and ethos in determining financial arrangements related to student enrolment. Compassion and support extended to families in need are integral parts of the ethos of All Hallows' School. The School is committed to exploring all reasonable means of containing tuition fees, levies and charges in order to support inclusivity and diversity, while continuing to meet its financial obligations and ensure its financial sustainability.

3. Definition of Terms

School Fees refers to all compulsory charges on the school fee account, including tuition fees, maintenance levy, subject levies, camp costs, technology levy and other levies or charges.

4. Policy

- 4.1 When parents/caregivers enrol their daughter(s) at All Hallows' School they enter into a contractual obligation to pay all school fees. They execute this by signing the Confirmation of Enrolment contract. The parties that have signed the Confirmation of Enrolment contract have committed to payment and responsibility for school fees in a joint and several arrangement. The only exception to this arrangement is where a Variation Agreement has been executed and signed by all parties to the Confirmation of Enrolment contract.
- 4.2 Within the financial capacity of the School, parental or student financial circumstances will not be the sole criterion for a student commencing or continuing in the School.
- 4.3 In any matters related to school fees, every effort will be made to safeguard the dignity of each family and to ensure the confidentiality of each situation.
- 4.4 School fee accounts will be issued in such manner and at such intervals as determined by the School management and are to be paid by their due date.
- 4.5 Tuition fees and options for making payment for each year will be set by the School Board on the recommendation of the School Board Finance and Audit Committee following consideration of budgetary estimates prepared by the Principal and Business Manager.
- 4.6 Parents and caregivers will not be permitted to enrol their daughter(s) in discretionary (cocurricular) School activities or tours and trips which involve additional costs, unless the agreed school fees have been paid.

- 4.7 Parents and caregivers who are unable to pay by the due date are expected to contact the School to make alternative arrangements which respect the principle of reciprocal obligation.
- 4.8 In justice to families who pay their school fees regularly and on time, the School will follow-up all overdue school fee accounts.
- 4.9 If the School fee account is not paid in full, payments will be directed in the following priority order: tuition fees, subject levies, other levies and charges.
- 4.10 If the School cannot resolve outstanding school fee accounts with the parents/caregivers, debt collection procedures may be undertaken to recover the amounts owing.
- 4.11 The School may cancel an enrolment where:
 - a. outstanding school fee amounts are owing to the School, and
 - b. where satisfactory explanation and fulfilment of agreed payments have not been made.

5. Related Policies, Guidelines and Procedures

5.1 Policy on Enrolment

Date Approved	2000
Date Reviewed	2005
Date Reviewed	2010
Amendment	2014
Date Reviewed	2015
Amendment	2016
Next Review	2020
Next Review	2025