

### PURPOSE OF POLICY

Fees for education in a Lutheran College are an inbuilt component of the total funding of Lutheran Education.

A proportion of the funding for Lutheran schools comes from the Commonwealth and State Governments. This Government funding is conditional upon the College generating the remaining proportion funds required.

The major source of this private financial contribution is the College Fee, which may be supplemented with other contributions e.g. contributions from Congregations, Parents and Friends, past students, and the use of voluntary helpers.

### POLICY

#### Fee Setting

- 1.1 The College Council of St James Lutheran College, in setting fee and levy levels, is conscious of the need for the provision within the College of a wide ranging curriculum, which meets the needs of the students for the development of their full potential.
- 1.2 The College Council takes into account the financial needs of the College and the ability of the community, serviced by the College, to meet the level of fees and levies to be charged, keeping in mind the socio-economic level of the community.
- 1.3 Provision of access to the College for all Lutheran children is paramount.

#### Tuition Fees and Levies

The College Council sets Tuition Fees and Levies for the coming year during September, following a recommendation from the College Council Finance Sub Committee, in order that the community can be kept fully informed, prior to (re-)enrolments being sought for the ensuing year. The College does not favour asking parents to pay additional compulsory subject costs and / or excursions costs not included in the original fee structure. Therefore, whenever possible the original fee structure will not be altered throughout the course of the year.

- 2.1 Fees and levies for the following year will be set by the College Council in September of each year, and will not be altered during the year in which they apply except for extraordinary circumstances. Subject Levies are based on perceived enrolments, students' subject choices and costed requirements for the following year.
- 2.2 As far as is practical, fee and levy structures will include all costs necessary to cover student tuition requirements for the year.
- 2.3 The St James Lutheran College Council is not in favour of the College asking parents to pay for additional compulsory subject costs, excursions, etc., which were not included in the original fee and levy structure.
- 2.4 All students are required to pay Levies without discount or remission, as these charges are a full reimbursement to the College for materials and services, paid or payable on behalf of students, as well as being essential for the provision or maintenance of equipment etc., to enable particular subjects to be taught.
- 2.5 Some levies may be invoiced separately during the year with the approval of the Principal. These may include certain non-compulsory excursions.
- 2.6 It should be noted that the payment of fees and levies takes priority over non-compulsory extra-curricular activities (i.e. non-compulsory camps and tours). The Principal reserves the right to refuse the participation of a student in an extra-curricular activity where outstanding fees / levies exist for a prior College year.
- 2.7 Each signatory to the enrolment application form and/or subsequent re-enrolment forms will be both jointly and severally responsible for the timely payment of all fees and levies charged during the enrolment of their child at the College.

## Fee Policy

- 2.8 Where the liability for the payment of fees and levies changes from one party to another party, either during the course of a student's enrolment or after a student leaves the College, each party will be required to submit a signed document which clearly indicates the change in liability for the payment of fees and levies, and the commencement date of this change in liability, to the Business Manager. If the College does not receive a mutually accepted agreement from the parties involved, the original signatories to the enrolment and subsequent re-enrolments will be jointly and severally liable for all debts incurred.
- 2.9 When a student enrolls in a St James Lutheran College approved activity with another education provider (eg. Distance Education, Colleges of Language, TAFE College) a pro rata remission may be attributable to the appropriate fee payers St James Lutheran College account, subject to the student then having other than a full time St James Lutheran College study load.

### Fee Discounts

- 3.1 The College Council offers a discount to families with multiple enrolments in the College: the rate of such Sibling (Family) Discount is determined when fees are set

### Fee Remissions (Fee Concession)

- 4.1 Tuition Fee remissions, may be granted to parents of students, whose declared financial position indicates that they are unable to meet the set Fees. Such concessions are granted at the discretion of the Principal. Subject Levies are payable in full for each student.
- 4.2 The College Council must ensure that parents are aware of the procedure to be followed in the case of financial hardship, in that, to establish eligibility for Fee remissions, parents must make formal application for relief, supported by adequate personal financial information, to be received by the end of the second week of the relevant Term. Such Special Arrangements are generally approved for the year in which the application is received. Families must reapply and submit fresh evidence at least annually.
- 4.3 Discounts or remissions of fees may be considered **only** after formal written application (as outlined in **St James Lutheran College Fee Concession procedure – Attachment 2**) has been made. Consideration will include the relative financial situation of the family supported by a statutory declaration from the applicants. Fee remissions determination will also account for:
- The referral to data available regarding past payment practices, discounts received and support the family may have given the College by other means, e.g. Canteen, P&F., attendance at College functions and events etc
  - The understanding that fee arrangements will be negotiated annually and the relative financial situation of the family updated.
  - The verification of amounts received for Austudy, Family Allowance or other sources.
- 4.4 For families who have been given Refugee Status by the Federal Department of Immigration and Citizenship, full tuition fee remission may apply. Such remission will be reviewed annually in consultation with the Principal.

### Fees for Capital Purposes

- 5.1 The College Council charges each family a Building Fund Levy, to assist in meeting the capital needs of the College in relation to the provision and maintenance of needed capital facilities or loan repayments.
- 5.2 The College Building Fund Levy is voluntary.
- 5.3 The College has a registered College Building Fund via the Lutherans Laypeoples League of Australia Incorporated (LLL). Families may voluntarily contribute to the College Building Levy via payment to the registered LLL Building Fund, enabling a Tax Receipt.

**Fee Collection**

- 6.1 Fee accounts are sent out prior to the commencement of each Term. Unless otherwise specified via the Tuition Fee Arrangement Form (see below) payment of College fees is due by the end of the second week of each Term.
- 6.2 A Tuition Fee Arrangement Form (TFAF) is issued to all fee payers during November of the previous year. The TFAF allows parents / guardians the opportunity of indicating their preferred schedule of fee payment. Unless a prior fee payment arrangement has been negotiated via the TFAF every effort should be made to collect Fees by the due date in each Term. Where payment by the due date is not possible, by arrangement, payment should be accepted on a weekly, fortnightly, monthly or term basis (or even annually in special circumstances), and an indication obtained from each family as to their preferred method and frequency using the TFAF.
- 6.3 Contact should be made, by the Business Manager / Debtors Officer, two weeks prior to the end of each Term, if scheduled payments are not being received, detailing the consequences of continued default. Should contact not be made the **Debt Collection Procedure (Attachment 1)** will be invoked.
- 6.4 The College has developed a Fee Collection Procedure, which outlines the process for fee recovery. The recovery of unpaid Fees must be approached humanely and sensitively to protect the student as much as possible from the public embarrassment, that could arise.
- 6.5 The case of parents who are unwilling to pay Fees, poses greater difficulties. Such cases are likely to surface only after the student has commenced in the College, and parents refuse or are reluctant to meet their financial commitments. Every effort must be made to help those parents understand their obligations. It becomes a matter of justice to the other parents and students, that they should meet their debts: people so avoiding their obligation to pay, place an increased burden on parents making payment, as well as decreasing the College's ability to provide the best possible education.
- 6.6 For families with fees long overdue for payment, the College may employ the services of a debt collector and/or solicitor to assist in recovering monies due, when clearly the parent/guardian is able to meet the payment but is unwilling to do so. Where appropriate, court action may be entered into.

**Refund of Fees to Existing Students**

The College bases its teacher staffing and other related educational expenses on the student population as at the February census each year.

- 7.1 Where a student exits the College mid-term, it cannot be assumed that another student would be waiting to fill their position. The College is committed to the above expenditure and could not reasonably consider refunds in these cases.

**Fee Charging**

- 8.1 A minimum of one term's notice in writing, to advise the College the student is exiting, is required. In the absence of such notice, a term's fees will be charged.
- 8.2 For students going to another Lutheran School:  
Where a student transfers from another Lutheran College mid-term and fees have been paid to the other College for that term, and there is no entitlement to a refund, St James Lutheran College shall waive all tuition fees for that term. St James Lutheran College would expect a reciprocal arrangement with other Lutheran schools; therefore no proportion of the current term's fees would be reimbursed.
- 8.3 For students going to other than another Lutheran School:  
If one term's notice has not been received, none of the current term's fees would be reimbursed.
- 8.4 No refund for fees or subject levies would be given to of the above under normal circumstances. No refund will be given for any compulsory camps or excursions already undertaken by the student.
- 8.5 These students may be eligible for a full or pro rata refund only of those compulsory camps and elective charges which have not yet been undertaken, as well as full reimbursement of all subsequent terms' fees and levies (if paid in advance).
- 8.6 Parents may appeal to the Principal in writing should they believe that their circumstances are exceptional.

### **Fee Charging Procedures**

- 9.1 Payments made against accounts in arrears will be applied:
  - 9.1(i) against the oldest balance until eliminated and then
  - 9.1(ii) the current balance
- 9.2 Legal processes may be used to recover money owing if all other collection procedures fail.
- 9.3 Fee discounts only apply to Tuition Fees.

### **Fee Collection Procedures**

The fee collection process is as follows:

- 10.1 In November of each year, the College forwards to families a Tuition Fee Arrangement Form (TFAF) and Fee Summary for the following year. The TFAF includes a section where families are asked to indicate their preferred method of payment. The accompanying letter indicates that alternative arrangements can be made with the Business Manager.
- 10.2 If payment is not received by the agreed to date, telephone contact will be made by the College's Debtor Control Officer. Should this telephone not elicit the appropriate payment response then **Debt Collection Procedure (Attachment 1)** will be invoked.
- 10.3 In the absence of a response the matter is forwarded to a collection agency. Debt Collection procedures will commence no less than seven days after the issuing of Letter 3. All cost recovery fees and charges will be billed against the family whose debt has been placed with the collection agency.
- 10.4 The income for the College is derived mainly from three sources viz;
  - a) Federal Government Funding,
  - b) State Government Funding,
  - c) Family Fee Collection.As the College is not fully funded from the Government it relies for its existence on the Family Fee Collection and support from the College community.
- 10.5 Parents will acknowledge their obligation to honour their fee payments when they sign the enrolment/re-enrolment form. Normal terms of payment are quarterly in advance. Other payment options can be catered for by prior arrangement. The full amount of the year's fees and charges e.g. excursions, camps etc., will be shown on the College's Annual Schedule of Fees located at [www.stjameslc.qld.edu.au](http://www.stjameslc.qld.edu.au).
- 10.6 The Debtor Control Officer will monitor the payment of fees and make contact with families when they fail to meet their obligations. The Finance Sub Committee will provide support and guidelines for the commission of this task.

### **Overseas Students**

- 11.1 Exchange Students
  - 11.1.1 St James Lutheran College encourages the Exchange Student Program. We welcome those overseas students who elect to visit our College and also those of our students who have the privilege to visit overseas schools under the Exchange Program.
  - 11.1.2 Incoming overseas students will be exempt from all Fees and Capital Levies. They will, however, be expected to pay for all Subject and Learning Technology Charges, specific Subject Levies, Compulsory Camp Charges, together with any elective trips or camps.
  - 11.1.3 Students from St James Lutheran College embarking on an Exchange Studentship will not be charged any Fees or Levies during the time of their absence. Their place at St James Lutheran College will be guaranteed on their return. This is conditional on the period of Exchange not exceeding twelve months, and the student not remaining overseas in excess of the period of the Exchange.

## 11.2 Full Fee Paying Overseas Students

- 11.2.1 Under the Commonwealth Government Guidelines, these students are not eligible for any Government funding. Therefore, all Full Fee Paying Overseas Students will be required to pay ALL fees, levies, and charges. They will also be required to pay the full amount of all Government Grants which would normally be attributed to the Lutheran Education system as follows:
- (a) Commonwealth Grant
  - (b) State Grant
  - (c) State Education Allowances
- 11.2.2 These full fees are compulsory to ensure that parents (and all taxpayers) are not subsidising these students.
- 11.2.3 Full Fee Paying Overseas Students are required to pay all fees and extra costs for each semester prior to the commencement of each semester. No discount will apply to such payments. (The renewal of their Visa is also dependent upon such payments being made.)

### **Application Fee**

- 12.1 An Application Fee is charged to all prospective students of St James Lutheran College. The Application Fee is charged at the time of lodging the prospective student's application. The charging of the Application Fee does not assume that an offer of enrolment will be made.
- 12.2 The amount of the Application Fee is \$50.00
- 12.3 The Application Fee of \$50.00 is Non Refundable.
- 12.4 The Principal may consider rescinding or reducing the Application Fee in the event of special circumstances.

### **Acceptance Fee**

- 13.1 An Acceptance Fee is charged to all prospective students of St James Lutheran College. The Acceptance Fee is charged at the time that a place is offered and accepted by the family. Payment of the Acceptance Fee indicates a clear commitment of intention by the parent(s) / carer(s) to take up the place that has been offered.
- 13.2 The amount of the Acceptance Fee is \$100.00
- 13.3 The Acceptance Fee is Refundable and Rebateable; that is it will be deducted from a future fee account.
- 13.4 The Principal may consider rescinding or reducing the Acceptance Fee in the event of special circumstances.

### **Debt Collection Procedure**

Refer **Debt Collection Procedure (Attachment 1)**

### **Tuition Fees and Levies**

Excluding Preparatory and Year 7 enrolments and other new student enrolments, confirmation of re-enrolment will only be made if Subject Levies are paid by the due date unless special arrangements have been previously made with the Principal or the Business Manager

All unpaid monies on behalf of students will be referred to the Principal and families advised that enrolment is not confirmed.

Families will be advised of the College Tuition Fee and Levies structure and costs for the coming year. [Prior to commencement of the next College year – November]

An account notice for tuition fees is produced and posted. [Prior to the commencement of each Term]



**POLICY RELEASE DETAILS**

***Date of Policy***

October 2014

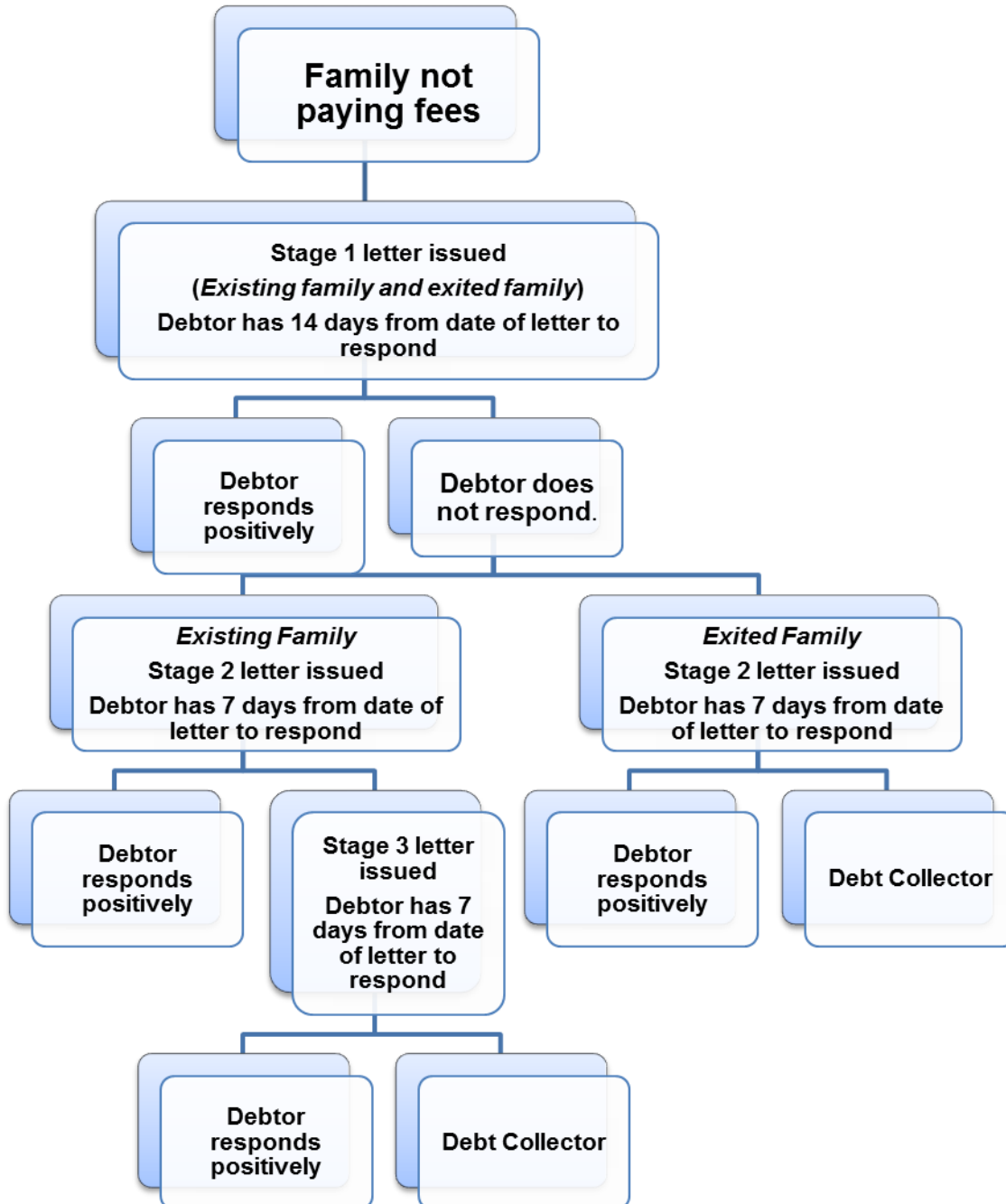
***Approved by Board***

***Review Date***

Biennially

ATTACHMENT 1

St James Lutheran College Debt Collection Procedure





**Stage 1 Sample Letter**

<<Date>>

<<Name>>

<< Address>>

<<City State Postcode

Dear <<Name>>

**Re: Outstanding Fees \$####**

This letter is a friendly reminder that you have Fees outstanding on your family account as listed above. If you have recently sent us your payment, kindly disregard this letter.

If not, we would appreciate your prompt payment within 14 days from the date of this letter. We depend on our families keeping their accounts in good order to be able to meet our own financial obligations.

We appreciate your cooperation.

With kind regards

<<Name>>

Business Manager





**Stage 2 Sample Letter – Existing Family**

<<Date>>

<<Name>>

<< Address>>

<<City State Postcode

Dear <<Name>>

**Re: Outstanding Fees \$#### - Second Reminder**

This is our second reminder that payment on your family account as detailed above has still not been received. It is College policy that all fees and levies are paid in full by the due date each term, unless you are contributing via instalments using SchoolPlan or if you have sought approval to pay regular instalments.

To date, your account remains in arrears and we now request that you either pay the total outstanding amount in full, or contact us as a matter of urgency within 7 days of the date of this letter, to discuss your plans for fee payment.

We appreciate your prompt attention to this matter, as we do require payment according to the terms of the Enrolment Agreement you signed when your child/ren started at St James Lutheran College.

Yours sincerely

<<Name>>

Business Manager



**Stage 2 Sample Letter – Exited Family**

<<Date>>

<<Name>>

<< Address>>

<<City State Postcode

Dear <<Name>>

**Re: Outstanding Fees \$#### - Second Reminder**

This is our second reminder that payment on your family account as detailed above has still not been received. It is College policy that all fees and levies are paid in full by the due date each term, unless you are contributing via instalments using SchoolPlan or if you have sought approval to pay regular instalments.

To date, your account remains in arrears and we now request that you either pay the total outstanding amount in full, or contact us as a matter of urgency to discuss your plans for fee payment. Full payment or contact with this office is required within 7 days from the date of this letter

We appreciate that your child/ren are no longer attending the College, however this does not eliminate the financial commitment you made to the payment of tuition fees and levies when your child/ren started at St James Lutheran College.

Yours sincerely

<<Name>>

Business Manager



Stage 3 Sample Letter

<<Date>>

<<Name>>

<< Address>>

<<City State Postcode

Dear <<Name>>

**Re: Outstanding Fees \$#### - Final Reminder      **\*\*Action Required by: <<insert date>>****

This is our final reminder that payment on your family account as detailed above remains outstanding. After at least two previous attempts to settle this matter, we are unfortunately out of options, and formally advise you that this is our final demand for payment.

Payment of your account is a condition of the Enrolment Agreement that you signed when your children started at the College. We expect that all families honor their fee payment commitments, and where an extension of payment time is needed, that this is communicated to the College promptly. Please be aware that the ongoing enrolment of your children is under review, due to the non-payment of fees and levies. Should an outcome not be reached in regard to this, your children's enrolment will be concluded.

Unless we hear from you regarding your intention to pay your account in full, or with a payment plan to settle the debt by <<insert date>>, we will be left with no option but to refer this matter to our Debt Collection Agency for action.

This action is serious, and it is most certainly not our preferred choice of proceedings, however we believe we have no further options available. As you know, such action is likely to damage your credit rating and your ability to do business with other companies.

We believe that your best option is to contact us immediately, so we can find a solution that allows you to make payment and avoid the unpleasant collection process. Once this debt is passed to our Debt Collection Agency, we will no longer be in a position to negotiate a solution between ourselves and all debt collection costs will be passed to your account. Please note, that should you make payment arrangements as a result of the letter and subsequently default on this plan, your account will be forwarded directly to our Debt Collection Agency.

Yours sincerely

<<Name>>

PRINCIPAL

## ATTACHMENT 2

### St James Lutheran College Fee Collection and Concession Procedure

#### Introduction

St James Lutheran College is committed to providing an affordable, Christian education to those students and families who desire it. When families accept a position at St James Lutheran College, we assume that they have assessed their ability to pay full fees. However, we are well aware that families find themselves in financial difficulties from time to time.

In an effort to maintain a constant and consistent education for our students, we have a formal Fee Concession process available, to support students and their families in times of financial distress. Fee Concessions are determined using a fair and equitable process, considering the financial needs of each family concerned, the effort they make to meet their financial obligations, as well as the responsibility we owe to other full-fee paying families.

As a matter of justice to all parents, the Fee Concession process aims to determine a fair and equitable fee, which is within each individual family's ability to pay.

#### Procedure:

1. Families wishing to apply for a Fee Concession must complete the form 'Application for Concession'. The form must be fully completed and must include evidence of all family income (ie Tax Return, payslips, Family Assistance Benefit Statement etc) and a comprehensive breakdown of household and family costs. Failure to do so may result in your application being rejected.
2. Families must submit a Direct Debit Application form, committing to pay the balance of fees in regular weekly, fortnightly or monthly instalments once the Concession has been applied to the family debt. The College may consider alternative methods of regular payment upon written request.
3. Where the Principal is satisfied with the application provided, a concession may be granted without the need for an interview, however a brief interview is likely.
4. No allowance can be made for 'luxury expenses' such as repayments on holiday houses etc. If a family decides its priorities should include these things, then it is fair that the family should bear this burden.
5. Once a Fee Concession is granted, it is assumed that every effort will be made to honour the commitment. If family circumstances change, either for better or worse, the College should be informed.
6. If a Fee Concession is required beyond the current year, new arrangements are to be negotiated at the beginning of each school year.
7. *Applicants are expected to keep the outcome of their applications confidential.*
8. Families will receive a letter and Statutory Declaration mid-year, requesting them to submit a formal update on their financial situation.



## Fee Policy

<<Date:>>

<<Address:>>

Dear parent name,

You are currently in receipt of financial assistance in the form of a Fee Concession for the 2014 school year. In your application you provided a number of evidence items to the College for examination against specific criteria, in order to determine your eligibility and the extent of the assistance provided.

In your approval letter, you were asked to advise the College if your situation and/or circumstances had changed (your current situation may mean that you no longer require the assistance you had previously been granted, or you may require further assistance) and this letter is to update the status of your fee concession.

It is therefore requested that you complete the Declaration accompanying this letter and return it to the College by \_\_\_\_\_, marked confidential, so that the provision of ongoing financial assistance can be reviewed.

At St James Lutheran College, we always strive to provide the best possible education and resources for our students through careful stewardship of College funds. The sole purpose of Fee Concessions is to provide relief to families experiencing short-term financial hardship. To do this most effectively, we must review our procedures (such as the allocation of financial assistance) to ensure that our funds are being utilized most effectively, and thank you in anticipation of your support in this process.

If you wish to discuss this matter further in person, please contact the College Business Manager.

Yours sincerely,

Principal  
St James Lutheran College



Fee Concession Declaration

Attention: Donna Harris

Accounts Receivable Officer

St James Lutheran College

I / we [ ]

advise that our financial situation:

(please select one of the following)

- Remains unchanged, and we require ongoing Fee Concession for 2021
Has Improved, and we no longer require Fee Concession.
Has Deteriorated, and we request an Interview to discuss further.

Additional Comments:

[ ]

Signatures

[ ]

Name:

[ ]

Date

/ / 2021 / / 2021

Office Use Only

Family Code: ANDR002 Date Received: / / 2021

Follow Up Required: Yes / No Appointment: Yes / No

Follow Up Action

[ ]

ATTACHMENT 3

- Confidential -

**Application for Tuition Fee Remission - 2021**

**Notice to applicant for Tuition Fee Remission on the basis of financial hardship**

- The College has a limited amount of funds each year for fee remissions. The fee remission program is ultimately used to assist families experiencing **short term** (e.g. 6 months - year) financial hardship issues.
- For approval for a tuition fee remission, you will need to show that your income, day-to-day living expenses, liabilities and assets are at such that payment of the fee would cause you financial hardship.
- Even where only one parent nominates to pay the fees, be aware that both parents are jointly and severally responsible for payment of fees whilst the student is enrolled at St James Lutheran College.
- In order for the College to consider an application for fee remission, the attached questions must be answered and the requested financial documentation must be attached.
- All information will be treated in the strictest confidence. If you require assistance in filling in the form please contact the Business Manager.
- Partially completed applications or applications without the requested supporting documentation will not be considered and will be returned to the family involved.
- Fee remissions are granted for a maximum of one year at a time and must be resubmitted annually. At times the College may grant short term remissions, for example 2 terms only.
- It is important to note that the College does not grant remissions on levies. Successful applicants will need to pay in full all compulsory student and family levies.
- St James Lutheran College decisions are determined using a concession calculator. This is applied equally to all St James families who request financial support, and it was created and endorsed by our Finance Committee and College Council. A special case must be put to our Committees if a Fee Concession is granted outside of the calculator's suggested range

**2021 Fee Due Dates**

|               | <b>Term 1</b> | <b>Term 2</b> | <b>Term 3</b> | <b>Term 4</b> |
|---------------|---------------|---------------|---------------|---------------|
| Fee Due Date: | 13/02/21      | 07/05/21      | 06/08/21      | 22/10/21      |

**Applicant Details**

**Parent/Guardian Name:**

**Account Code:**

**Postal Address:**



**Fee Policy**

Children attending St James Lutheran College

**Student/s Name:**

**Year Level 2021**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Name and age of others being supported in this household:

**Name:**

**Age**

|  |  |
|--|--|
|  |  |
|  |  |

Please state your reason for making this application:  
(Use this to describe your special circumstances – if not enough room please add an attachment.)

Your College Fees for 2021 are

How much can you contribute per week?

**Please note:**

- \_\_\_\_\_ **Fee**  
**e remission applies to tuition fees only, all families are expected to pay the compulsory levies.**
- \_\_\_\_\_ **Ap**  
**plications received after the end date of a term will be considered for future terms only**

If both parents residing together are working please provide details of both employments.

**Employment Details**

**Parent/Guardian 1**

**Parent/Guardian 2**

Employed by:

Employed by:

Occupation:

Occupation:

Status:  Full time  Part time  Casual

Status:  Full time  Part time  Casual

Annual Income:

Annual Income:

Hold a Health Care/Pension Card?  Yes  No

Hold a Health Care/Pension Card?  Yes  No





**Fee Policy**

**Income Details**

Fortnightly pay (after tax)  
 Government pension, benefit or allowance  
 Workers' compensation  
 Superannuation received  
 Interest on deposits/debentures  
 Rental Income  
 Other (please specify)  
 Total

**Parent/Guardian 1      Parent/Guardian 2**

|    |    |
|----|----|
| \$ | \$ |
| \$ | \$ |
| \$ | \$ |
| \$ | \$ |
| \$ | \$ |
| \$ | \$ |
| \$ | \$ |
| \$ | \$ |

**Evidence of Family income**

Please provide evidence of income as follows:

- Copy of Tax Assessment Notice for last financial year,
- Copy of last two pay slips
- Copy of Statement or letter from Centre Link detailing payments received.

**Fortnightly expense**

|                              |    |                             |    |
|------------------------------|----|-----------------------------|----|
| Mortgage/Rent                | \$ | Vehicle Expenses            | \$ |
| Living (food, clothing, etc) | \$ | Home Expenses               | \$ |
| Car Loan repayments          | \$ | St James School bus charges | \$ |
| Credit Card payments         | \$ | Other (please specify)      | \$ |
| Department Store payments    | \$ |                             |    |
| <b>Total</b>                 |    |                             | \$ |

**Statement of Assets and Liabilities:**

|                   |    |                              |    |
|-------------------|----|------------------------------|----|
| Mortgage/Rent     | \$ | Amount owing on House(s)     | \$ |
| Value of House(s) | \$ | Amount owing on Car(s)       | \$ |
| Value of Car(s)   | \$ | Amount owing on Credit Cards | \$ |
| Other Assets      | \$ | Any other amounts owing      | \$ |
|                   |    | Outstanding school fees      | \$ |

Is there anything else related to your financial situation that you would like to tell us?

**Terms and Conditions of Fee Remission:**

You are encouraged to view the cost of educating your children as a high priority. Tuition fees are a vital component of College Income. Fees paid by parents provide approximately 25% of total College Income. Fees are primarily used to cover operational costs. Should your financial position improve significantly during the year, it is expected that you will advise the Business Manager or the Principal.

This fee remission will be provided within the following limits and conditions:-

- Minimum payment that is expected from each family will be calculated on an individual needs basis.
- Families are required to sign a Direct Debit Authority for the amount of fees and levies outstanding after fee remission is applied.
- **Families who do not meet each term their contribution to their account will have their remission revoked.**
- It is expected that parents will commit to a high level of parental involvement in the College.
- If it is found that false evidence of hardship was provided the fee remission will be immediately revoked.

We understand that this procedure requires considerable disclosure of personal information. We require this to ensure that you receive the level of assistance you require, and that we continue to uphold the ministry aims of the College. Please be assured that this information will be treated with the utmost confidentiality. Thank you for your co-operation.

**Commitment:**

I/We hereby make application for fee remission assistance for the coming year. This application is submitted in good faith, and believing that all details contained herein to be true.

In the event that this applications results in a fee remission I/we acknowledge that reduced fees are made possible in part through the support and commitment of the whole College community of which I/we am/are part. In response to and as part of our commitment to that “partnership” arrangement I/we give the following undertaking:

- To pay the agreed assessable fee as per the agreed payment schedule.
- To give the payment of College fees and levies equal or higher priority for payment in recognition of the importance I/we place on the education of our child(ren).
- To advise the College when our financial circumstances result in assistance no longer being required, should this happen throughout the remission year.
- That we understand that this fee remission is given in confidence and may be revoked if confidentiality is breached.

**Parent/Guardian 1**

Name:

Signature:

Date:

**Parent/Guardian 2**

Name:

Signature:

Date: