



## NOTES TO THE SCHEDULE OF FEES 2021

### Introduction

- St Luke's Anglican School is a Diocesan school under the general control of the Corporation of the Synod of the Diocese of Brisbane.
- The School receives funding through grants provided by both the federal and state governments. These sources of income will only provide 60% of the funds needed to fully cover the operational and capital development expenses of the School. Consequently, the School relies upon the income that is derived from the payment of tuition fees. Without this income St Luke's could not provide the quality educational experience offered to students.

### Payment of Fees and Charges

- The School Council sets all fees and charges and corresponding fee policies.
- Whilst the aim of School Council is to keep such charges to the lowest practical level there are needs arising, which require the fees and charges to be changed. Changes normally will occur once per year, but Council reserves the right to change fees at any time. Parents will be notified of any changes before they occur.
- Fees are charged annually or on a term basis (as nominated by each family). Accounts are prepared and distributed at the start of each term and all fees fall due 30 days from the commencement of each term.
- Methods of payment are structured to suit the varying needs of parents. B-Pay and Direct Debit facilities are available. Payment can also be made through Parent Lounge (in the Parent Portal). Fees can be paid weekly, fortnightly, monthly, by term, or annually in advance.
- Where accounts remain unpaid after 30 days, the School reserves the right to take action to recover the fees due.
- Where fees remain unpaid at the end of a school term, unless special arrangements for payment have been approved in writing and the terms of the agreement adhered to, the student will not be eligible to attend major school trips. The Principal may also exercise his right to terminate the enrolment of the student from the end of the school term and legal action would be taken to recover the debt.

### Fees

- Tuition fees are shown as gross amounts and do not include any approved discounts or concessions as defined in these notes and the schedule.
- If it is not possible to pay an account within 30 days, parents are asked to contact the Fees and Compliance Manager immediately, in order to discuss other arrangements that might be available under the School's debt collection policy.
- Most curricular or subject fees and some compulsory extra-curricular fees are included in the fees and levies charged to your account. Optional fees such as instrumental music tuition, musical instrument hire and optional excursions are not included.
- New school uniforms may be purchased from the School Shop. Second hand uniforms can be purchased from the P & F on a scheduled day each week. These items cannot be charged to your fee account. Textbook Hire can be collected from the Learning Hub at the beginning of the school year.

### Scholarships

- From time to time the School may offer scholarships to eligible students enrolled at the School or who are intending to enrol. These scholarships will reduce the tuition fees normally payable and preference is given to applicants who would greatly benefit from a St Luke's education but who, without financial assistance, would be unable to attend. The balance of payments due with a scholarship will form part of the fees account and are subject to the same policy for other fees accounts.

### Late Payment and Deferred Payment

- Approval to pay fees accounts late or on a deferred payment arrangement (eg fortnightly, monthly) must be obtained prior to the due date for payment.
- Applications for late or deferred payment arrangements are made through the Business Manager and/or the Fees and Compliance Manager on a confidential basis.

- Initial requests may be made by telephone but should then be followed up in writing to the Business Manager and/or Fees and Compliance Manager or by email to [finance@stlukes.qld.edu.au](mailto:finance@stlukes.qld.edu.au). Your application should explain the circumstances creating the need for extension of time and proposed date for settlement of the account. If approved, the new date will become the due date and will be treated as such. Further extensions must be applied for as outlined above.

### **Concessions**

- Should a family believe that circumstances have arisen that will prevent them from paying all or part of their fee account they should seek an appointment with the Principal or Business Manager. Concessions may be available in some circumstances and are granted at the sole discretion of the Principal and/or Business Manager.
- All requests for fee concessions will be treated in the strictest confidence. The School expects that details of any subsequent agreement established will be maintained in confidence.
- All arrangements will be reviewed regularly, at least on an annual basis. Parents must inform the School of any changes in their circumstances that will affect the arrangement.
- Where a parent has applied for and received written approval for a fee concession the amount of the concession will be credited to their account. Any account balance is subject to the normal policy regarding fee collection.
- In the case of a concession student seeking to participate in a major school arranged trip, full tuition fees must be paid in the year in which the trip takes place.

### **Nominated Person for Accounts**

- At the time of making application for enrolment of students at the School, the parents/guardians are to sign the Application Form. Signing of the Application Form legally binds both parties jointly and severally to the agreement. School accounts will be directed to the nominated mailing address, which is to belong to one of the signatories.
- Where a person other than one of the signing parents is accepting responsibility for payment of fees and charges for a student, that person must sign a separate agreement before the enrolment is accepted. Parents are responsible for ensuring the School is informed of the mailing address for third parties.
- Parents must inform the Principal of any changes in their relationship with each other since signing the enrolment application form (eg divorce, separation). In the event of a breakdown in a relationship of a family, both parties remain jointly and severally liable for payment of the school fees.
- Should the responsibility for payment of fees change at any time, a new enrolment form must be completed.

### **Termination of Agreement by the Parent**

- If the student is to leave the School the parent agrees to give at least one term's written notice to the School. This notice should be received:
  - not later than the first day of term at the end of which it is intended that the student should leave, or
  - if it is intended that the student should leave during a term, not later than the first day of the immediately preceding term.
- If the parent intends to cancel or (with the School's agreement) postpone or otherwise vary the student's enrolment, the parent will give notice to that effect to the School no later than the first day of the term immediately preceding the date of entry.
- If the parent fails to comply with either of the above paragraphs, the parent will pay or forfeit (as the case may be) to the School one term's fees and charges in lieu of notice unless the Business Manager, in his/her sole discretion, agrees to remit payment of those fees wholly or partially.

### **Termination of Agreement by the School**

- The School will have the sole discretion to accept the student at the commencement of any school year.
- The Principal may determine when the conduct of the student, whether inside or outside the school precincts, and during or outside school hours, warrants discipline and may apply reasonable discipline (which may include suspension or expulsion from the School).
- If the student is so suspended or expelled, no refund of fees will be made.

