



# West Moreton Anglican College

## Policy & Procedures: 8.22

### Fee Policy

This document outlines the policies and procedures associated with calculation of Tuition Fees at West Moreton Anglican College.

#### CONTENTS:

	Page
1. Introduction .....	2
2. Objective .....	2
3. College Policy .....	2
4. Process .....	3
4.1 Timing.....	3
4.2 Level of Fees.....	3
4.3 Fees in Lieu of Notice .....	3
4.4 Refunds.....	4
4.5 Discounts.....	4

#### Parent Policy

8.0	Financial Management Strategic Policy
-----	---------------------------------------

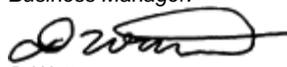
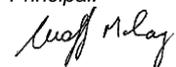
#### Referenced Policies and Procedures


\\local.wmac.com.au\data\admin\College Policies & Procedures\MASTER COPIES\Master Copies Series 8 Financial Management\8.22 Fee Policy.docx

Revised: 4/04/2012

Next Review: 1/04/2015

Page 1 of 5

Document Owner: Business Manager	Business Manager:  D Watt	Principal:  G McLay
-------------------------------------	--	---

## 1. Introduction

West Moreton Anglican College, hereafter known as the College, shall always strive to ensure tuition fees are set at the lowest possible, sustainable level. The College will also endeavour to minimise the number and amount of additional payments that parents of our students will be required to contribute, over and above our year level tuition fees. At all times, College tuition fee policy will be enacted with the goal of ensuring that no student is denied the opportunity to enjoy a fulfilling WMAC educational experience by the inability to contribute funds over and above the relevant year level fees.

## 2. Objective

To ensure that College tuition fees:

- Are set at the lowest sustainable level practicable while ensuring the ongoing financial future of the College is secure;
- Are constructed to minimise the need for parents to pay additional costs over and above annual tuition fees; and
- Provide a fulfilling WMAC educational experience to all students, regardless of their family's ability to pay extra costs in addition to the annual tuition fees.

## 3. College Policy

Tuition fees and all other charges remain the sole responsibility of the College Council. No charges are to be levied that do not conform with the objectives and parameters of this policy. All tuition fees will be 'all-inclusive' with the following specific exclusions:

- Any non-College mandated excursions;
- Any optional camp where the cost exceeds the cost of the base level camp for that year level;
- Any "year specific activity" in addition to normal tuition, such as the Year 12 formal, Year 12 Jersey, Year 11 semi-formal, Junior school milk charges, etc., and
- Any sport or activity that is not a TAS or JTAS related sport or a Performing Art.

Tuition fees must be costed to include a contribution to the cost of providing facilities and resources to students, however these will not be separately charged to parents. A voluntary tax-deductible building fund will remain in place as a means for parents to make a donation to College facilities. All families will be requested to contribute to this fund at the rate in place as determined by the College Council.

### Fees Policy

#### College Fees

Fees are to be paid by the term in advance irrespective of the payment method. Fees are due on the first day of each term.

#### Early Payments

Accounts paid in full by close of business 3 weeks prior to the due date will receive a \$50 early payment discount.

#### Late Payments

## WEST MORETON ANGLICAN COLLEGE

Any account not paid in full by the due date without a satisfactory payment arrangement in place will incur an Administration Charge of \$40 per term. The College reserves the right to rescind discounts and fee remissions in the event of late payment and to add these amounts back to the account.

If the account remains unpaid the enrolment may be cancelled at the discretion of the Principal.

Should the College need to refer to a Collection Agency or start legal action to recover fees, these costs shall be added to the amount outstanding. The College reserves the right to withhold school reports, exit certificates and any other associated documentation for any account where monies are owed upon the last child leaving the College.

Further details of the College policy in relation to accounts in arrears is contained in the College Account College procedure documents.

### **4. Process**

#### **4.1 Timing**

College fees for the following year will be determined and approved by the College Council by the end of term 3 of the current year if possible. These may be published as soon as determined by the Finance Committee. If the date of publishing should fall after the start of term 4, current parents that subsequently decide not to continue into the new year due to the fee decision will not be charged a full terms fees in lieu of notice.

#### **4.2 Level of Fees**

As with any business, the College can only charge fees that our market is prepared to pay. It is therefore preferable that College fee increases are conducted in line with inflation levels, average wage increases or some other level of measurable capacity within the College community. The College must ensure that fees are set in accordance with this guideline during the budgeting process, and expenditure adjusted accordingly. The temptation to set expenditure 'requirements' first and adjusting fee levels to match must be resisted at all times as this will inevitably result in the College becoming priced out of the market.

#### **4.3 Fees in Lieu of Notice**

In order to budget efficiently, the College must know the likely enrolment numbers for the coming period at least one term in advance. It is therefore a requirement for any parent whose student is leaving the College that the College be notified at least 10 weeks in advance. Failure to provide this notice will result in the application of a "fees in lieu of notice" charge equivalent to one terms fees. This requirement may be pro-rated or waived at the discretion of the Business Manager if circumstances indicate this to be appropriate.

## WEST MORETON ANGLICAN COLLEGE

### 4.4 Refunds

Students who are expelled from the College or asked to leave at the College's request, will not have a "fees in lieu of notice" charge imposed. All fees paid in advance by these students will be refunded in full. Fees paid in advance is to be calculated by allocating the current term's fees across the number of weeks in the term, with a refund equivalent to the remaining weeks of the term being applicable.

Students who leave at the parent's request will be treated in accordance with the "fees in lieu of notice" requirements detailed above. Any fees paid in advance above this requirement will be refunded in full.

Any student that does not participate in an activity that is included in the annual tuition fee will not be granted a refund for the cost of that activity under any circumstances. Students that pay for the specific inclusions dictated under point 3 of this policy and that cannot participate, will be granted a refund of all costs charged less the costs incurred by the College in providing that activity, whether utilised by the student or not.

### 4.5 Discounts

The College may from time to time provide tuition fee discounts for specific programs, and with the exception of the Defence Force program, these discounts are not cumulative and shall only be offered in lieu of any other fee reduction. Current programs include:

#### Sibling Discount

The College will provide a discount from the tuition fees for any second or subsequent children enrolled concurrently under the same parent account. An applicable subsequent child shall be defined as:

- Natural children of current parents; or
- Legally recognised adopted children of current parents; or
- Children for whom a current parent is the legally recognised guardian; and
- Who are enrolled on the same parent account as the first enrolled child, at the same time

The discount shall be as follows:

- 2<sup>nd</sup> Child – 5% of the tuition fees;
- 3<sup>rd</sup> Child – 10% of the tuition fees;
- 4<sup>th</sup> Child – 15% of the tuition fees; and
- 5<sup>th</sup> and subsequent children – 50% of the tuition fees

The order of children shall be applied based on year level, in order from year 12 to Prep.

Circumstances outside this policy may receive sibling discount after consideration by the College Principal on a case by case basis. Sibling discounts already in place at the time of this policy being implemented shall continue to remain in force.

## WEST MORETON ANGLICAN COLLEGE

### **Fees in Advance Discount**

A discount of 5% of tuition fees is offered to families who pay the total annual fees of the current year by the commencement of Term 1 of that year.

### **Prepayment of Future Year Fees in Advance**

Future years' tuition fees may be prepaid by the commencement of term 1 in the current year at the current year's full rate (other discounts will not apply). The prepayment amount will be applied as full payment of tuition fees at the commencement of each year. Should the relevant child leave the school prior to completion of any prepaid year, and provided the required notice is given, any unapplied balance of prepaid tuition fees will be fully refundable. Any payment due to the College due to insufficient notice period or other unpaid charges will be deducted prior to the refund of any prepaid fees.

### **Defence Department Concession**

Parents who identify themselves to the College as full-time members of the uniformed Defence Force, with appropriate evidence, shall be entitled to a concession of 5% from their tuition fees. This reduction is applied in recognition of the unique nature of Defence service and the ties that exist between the Defence Force and the College and wider Ipswich community. This concession shall be applied in addition to any other applicable fee reduction.

### **Fee Remission**

The College offers a fee remission program as part of its Anglican mission. For details of this program, refer to policy 8.23 Fee Remission

### **Staff Discount**

The College offers a fee discount to members of staff. For details of this program, refer to policy 8.1 Employee Fee Remission.