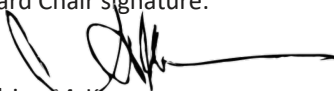




# Fees Policy

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<b>Approved by Southern Christian College Board:</b>	Board Chair signature:  Adrian McKenna	Date of Authorisation:  March 2022
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## **Introduction**

Southern Christian College is committed to providing a Christian education to all enrolled students. Fees collected are essential in providing a high quality education for students. The College community accepts that fees are a critical form of revenue for the College, and that prompt payment of all fees is the responsibility of all parents / carers. The acceptance by parents/guardians of a position at the College assumes the ability to pay fees in full by the due date.

## **Purpose**

The College has both a responsibility to collect fees for service as well as a responsibility to manage the finances of the College and its operations. The Principal and Business Manager have a responsibility to manage the finances of the College and, in so doing, must ensure that a fair and reasonable process for determining and applying school fees is developed and implemented. Continued enrolment at the College is ultimately conditional on an effective partnership between home and school in all areas, including the payment of College fees.

The College has a responsibility to set student fees, grant fee remissions where appropriate, and make arrangements with enrolling parents/carers for the payment of fees. The fees and levies collected at the College are essential in providing a high quality of education for students, and are used for the following purposes:

- Provide resources, materials, facilities and equipment;
- Provide teaching and ancillary staff;
- Maintain buildings, grounds and other facilities.

## **Scope**

This policy is applicable to all parents and guardians of students enrolled at Southern Christian College.

## **Background**

There is an expectation that all families will pay fees, unless special dispensation is provided by the Principal and College Board based on individual special circumstances.

Information about fees is provided in the following ways:

- On the College website;
- At School Tours and enrolment interviews;
- During Term 4, the following year's fees are advised in writing to all enrolled families; and
- On request.

## Aims

This policy sets out the College's determination and collection of fees that will provide Christian education that is affordable for parents, and which also fulfils the financial obligations of the College in a responsible and reasonable manner.

This policy aims to:

- Outline to families the expectations, responsibilities and arrangements for the collection of College fees;
- Support families experiencing changed and difficult financial circumstances to maintain their child's/children's enrolment at the College.

## Policy

In recognition that parents and caregivers of students at Southern Christian College are making a significant investment in their child's education and to ensure the success of student outcomes remain a priority, the College will carefully balance the financial demands on families whilst delivering an exceptional quality education through diligent financial stewardship.

College fees play a pivotal role in meeting the College's financial obligations. When setting fees, the College Board takes into consideration all aspects of 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 and caregivers are provided with value for money; and
- To ensure those with genuine financial hardship are supported and assisted wherever possible.

The College Board will ensure that the financial responsibilities of all families are met as to their agreed responsibilities through a systemic and identifiable process for the distribution and collection of fees, therefore safeguarding the financial security of the College. It is the responsibility of the College Board to ensure all reasonable steps are taken to enable the collection of school fees.

The Finance Committee of the College Board has been empowered to oversee the setting of College fees through prudent budget management, and on an ongoing basis will monitor and review the collection of fees, including those outstanding. The Finance Committee will provide annual fee recommendations to the College Board and on a regular basis will report on the status of fee collection. The Business Manager has the day to day responsibility for fee collection in the College.

This policy applies to all those within the College community and those who would join it, concerning fee payment.

- Where more than one party has signed the enrolment contract, it is the College policy that all fees are jointly and severally liable.

All family details remain confidential from the Finance Committee and College Board, with only summary reports made available.

## **Fee Remissions**

The College makes certain fee remissions available to families who may not be able to afford payment of the full fees.

Access to fee remissions is not automatic and is at the discretion of the College.

The College will invite families to pay the normal fee to support the aims of the College.

### **Bursary Assistance**

Low income families may be eligible for financial assistance after completion of a Bursary Application. This assistance is intended to assist low incomes families, where the family would otherwise not have the financial means to access education at Southern Christian College.

### **Hardship Bursary Assistance**

A family may be eligible for financial assistance who would not normally be eligible for low income assistance but has experienced a difficult or unexpected hardship.

### **Ministry Discounts**

Students with a parent who is a full-time minister in a Christian church are eligible for a ministry discount. The percentage of discount is set by the College Board.

### **Staff Discounts**

Southern Christian College staff are eligible for a staff discount. The rate of discount is determined by their working load each year. The percentage of discount is set by the College Board.

### **Early Payment Discounts**

The College offers families who wish to receive their term fees as an annual fee in the first term of the year an Early Payment Discount. Annual fees must be paid prior to the start of term 2 each year. The percentage of discount is set by the College Board.

### **Distribution**

- This policy and the associated fee schedule will be made available on the College website as well as through the College office.
- Fee schedules will be included in Prospectus packs.
- Fees will be distributed to enrolled families by October of the year preceding the new fee schedule.

### **Other relevant reference documents**

- SCC Student Enrolment Policy 2022