



# Australian Islamic College

## PERTH

## SCHOOL FEES

# POLICY AND PROCEDURE

**Postal Address:** PO Box 252, Cloverdale, WA 6985

**Tel:** (618) 9362 5340    **Email:** [info@aic.wa.edu.au](mailto:info@aic.wa.edu.au)    **Website:** [www.aic.wa.edu.au](http://www.aic.wa.edu.au)

**Thornlie College:** 17 Tonbridge Way, Thornlie Ph: 9493 2718

**Dianella College:** 81 Cleveland St, Dianella Ph: 9375 9770

**Kewdale College:** 139 President St, Kewdale Ph: 9362 2100

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# SCHOOL FEES POLICY AND PROCEDURE

## Policy

### Scope of Policy

Although the College receives some government support, fees constitute a necessary and substantial part of the College's income. Without the school fees and support from our parents and community, the College would not be able to function.

Parent(s)/Guardians who enrol their children at the College assume a legal obligation to pay fees.

### Policy Statement

The College is committed to a policy consisting of an Islamic education for young children who come from a wide range of backgrounds, and thus strives to keep fees to a minimum so that parents will be encouraged to enrol their children without suffering undue financial hardship.

## Procedure

### Board Responsibility

The AIC Board has the responsibility of reviewing the tuition fee levels each year, to ensure the continued financial viability of the school and the quality of the education it provides.

### Executive Principal's Responsibility

The Executive Principal is responsible for monitoring and reviewing this procedure and ensuring the management group implement and maintain College policies and procedures.

### Business Manager's Responsibility

The Business Manager in consultation with the Executive Principal makes every effort to be just and compassionate in both:

- Ensuring due consideration of those who need a fee discount due to financial hardship, and
- Ensuring that those who incur a debt must meet their commitment to repayment.

The Business Manager is also responsible for ensuring that arrangements for the payment of fees are adequate.

### Administration Responsibility

Duties associated with these policies and procedures will be undertaken and shared by the Enrolments and Accounts Receivable teams.

### Parent's Responsibility

When enrolling children in the College, the fee structure is outlined and parents commit themselves, in writing, to fulfilling the responsibility they are undertaking. The seriousness of the commitment must be emphasised and parents must understand that a school is a financial as well as an educational institution, dependent upon fees to remain viable. The parent / guardian who signs the Enrolment or Re-enrolment form, accepts the ongoing responsibility for payment of the fees. Where a child lives with both parents, at least one parent is required to sign the Enrolment Acceptance and/or Re-enrolment form as applicable.

It is the responsibility of the parents to notify management if they are experiencing difficulty with the payment of fees.

**Parents / Guardians / Care Givers who enrol their children at Australian Islamic College have a responsibility to meet the financial obligations associated with the education of their child.**

### **Family Fee Support**

Concession discounts off the standard Tuition Fee are only given to families with a current concession card from Centrelink. A copy of the valid concession card must be provided at the time of enrolment / re-enrolment to obtain the discount.

### **Genuine Need**

The College has provisions in place for reductions or deferrals of payment of fees when a parent finds themselves in circumstances of genuine need. To this end, the College encourages parents to seek assistance in the early stages of any financial difficulties. In such circumstances, parents are advised to complete a hardship application form and submit it to the front office of the College. This will then be forwarded to the Executive Principal for consideration. Fee support will only be considered after such written notice is lodged. The matter will be dealt with respectfully and confidentially.

### **Confidentiality**

All matters related to fee concessions or inability to pay are treated in the strictest of confidence.

### **Fees Accounts**

Parents will be invoiced in term one for the full year and reminders will be sent each term. Invoices will be mailed out two weeks prior to the completion of each term. All tuition fee accounts must be kept up to date as per the payment plan option chosen, and must be finalised by Term 4.

### **Application Fee**

Parents / guardians may register their child/children by completing the application form and paying a fee of \$50 per child. Paying this application fee does not guarantee a place at the College. This application fee is non-refundable and does not count towards tuition fees.

### **Enrolment Deposit**

A non-refundable deposit of one term's tuition fee per student is due when the College offers a place and the place is accepted. In order to be secured, the place offered by the College must be confirmed by the applicant through payment of the enrolment deposit within ten days of notification. For KG and PP the annual Art & Craft levy must be paid at enrolment, together with the one term's fee deposit. The one term's fee deposit is non-refundable, if the family decides not to attend. Concession rates may apply for fees, but not for levies.

### **Art and Craft Levy for Pre-Primary and Kindy**

An annual payment of \$150 Art & Craft levy is applicable to all Kindergarten and Pre-Primary enrolments. This levy covers materials and stationary which will be needed during the year. This is payable for new enrolments at the time of acceptance together with term 1 fees deposit, and for re-enrolment at the time of re-enrolling to Pre-Primary. This levy is refundable if the enrolment is cancelled before the commencement of the school year.

## Payment of Levies

Other than the Art and Craft levy for KG & PP, all levies as provided on the stationery list and student subject selection levies, must be paid during term 1 at the latest.

## Early Bird Payment Discount

An early bird payment discount of 10% is available on tuition fees provided there is no outstanding account balance from prior years. The early bird discount is based on full fees (not concession fees). The Secondary Assistance Scheme (SAS) payment of \$235 will not be deducted at the time of the early bird payment but will be refunded should the payment be received later in the academic year. Early Bird payment discount final date is the last day of Term 4 for the following academic year.

## Re-enrolment Fee

A re-enrolment fee of \$200 per child is required to be paid at the time of re-enrolment for the following year and is counted towards the total tuition fee. However, this fee is non-refundable should the student not attend the following year.

## Tuition Fee Payment Options

Tuition fees are payable in equal instalments on or before the due date. The payment options available are:

- Full payment before last day of Term 4 (10% Early Bird Discount calculated on full fee amount, can include Kindergarten)
- Payway (direct debit system for school fees, bus fees, and/or levies)
- Per Term (25% of school fees due by week two of each term)
- Centrepay fortnightly (school fees only / school and bus fees)

## Communication

Please note: It is the parent's responsibility to communicate with the College if they do not receive the invoice. It is also the parent's responsibility to ensure the College is advised of any change in contact details.

## Payment Procedure

Payments may be made using the following methods:

1. Cheque or cash
2. Debit card
3. Credit card
4. Internet banking
5. Centrepay (forms available at front office)
7. Payway (forms available at front office)

## Internet banking details

<b>KEWDALE : BSB: 036 069</b>	<b>ACCOUNT NUMBER: 224 584</b>
<b>THORNLIIE : BSB: 036 069</b>	<b>ACCOUNT NUMBER : 110 309</b>
<b>DIANELLA : BSB: 036 069</b>	<b>ACCOUNT NUMBER: 126 415</b>

When paying by Internet banking please enter your family ID (FID) number in the details field and family name in the reference field of the internet transfer payment. Please email a copy of your payment to [info@aic.wa.edu.au](mailto:info@aic.wa.edu.au).

**Cheques** should be made payable to 'Australian Islamic College' and may be delivered to the Accounts Office or posted to the College.

**Promissory Notes** will not be accepted.

### **Year 12 Fees**

Students complete their Year 12 schooling at College early in Term 4. Parents need to be aware that graduation certificates will not be issued unless the tuition fees for the whole year are paid in full by the end of Term 3.

Late and/or Non-Payment of School Fees

Suspension of students may occur if tuition fees are not paid as per the fee payment options.

Parents / guardians who are unable to pay fees by the due date agreed to must apply to the Executive Principal through the Accounts Receivable Department for an extension or to enter into an individual instalments agreement. In the event that fees are overdue, the College will make every attempt to contact the parents (phone call, SMS, email and/or letter) however, if the fees are still owing, students will be suspended until the dues are cleared. The Executive Principal also reserves the right to cancel a student's enrolment where fees are overdue unless satisfactory alternative arrangements have been made. Any expenses, costs or disbursements incurred by the College in recovering any outstanding monies may also be charged to the account.

### **Withdrawing Students from the College**

If parents decide to withdraw their child from the College permanently, then they must do the following:

- Notify the respective Principal in writing **21 days** prior to the withdrawal of a student from the College. If the notice is given during a term, this term will still be charged, but payment for remaining term/s will be credited and/or refunded where applicable. In default of such notice, the following full term's fees will be charged. Verbal notice is not considered to be due notice of withdrawal.
- Leaving Form and leaving family fee declaration form must be completed and signed by either parent or guardian at the Front Office.
- **Unless the account is settled within 14 days of the notice of leaving, the account may be placed with the College's Debt Collection Agency.**

Last reviewed: [April 2019]  
Approved by: [Executive Principal]  
Next review: [April 2020]