



Student Fees Policy V1.0

POLICY DATES			
V.1.0	Formulated	November, 2018	Adopted
Next Review Due	November 2019 or sooner if required		
POLICY AUTHORISATION: TAQWA BOARD			
CURRENT POLICY IMPLEMENTATION BY: PRINCIPAL			

Accessible For: ☐ Staff | ☒ Students & Parents | ☐ External

1.0 Purpose:

To provide families with information regarding the purpose of school fees, school and bus fee schedule, details of other fees, payment methods, responsibilities and requirements in regard to school fees. Taqwa School is a not-for-profit organisation. All fees and donations collected support the delivery of education services for students as described below. School fees are set by the School Board after consultation with the Principal, Business Manager and school accountant. All fees are reviewed annually by the Board and are subjected to reasonable increases. With this in mind, it is Taqwa School's mission to provide the community with a quality Australian School in an Islamic environment while keeping fees as low as possible.

2.0 Purpose of Collecting School fees:

Fees and Levies collected at Taqwa School are used for the following purposes which are aligned to the Ethos and Values of the School:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment in classrooms, in the office and around the school.
- Assist with providing activities such as incursions, excursions and events
- Maintain buildings, grounds and other facilities
- Employment of staff
- Subscriptions to supportive educational software

3.0 Responsibility for the Payment of Fees and Charges

An Agreement for Enrolment will be completed for every individual student enrolling at the School. This form will be signed by the parent/s or guardian/s of the enrolling student. The person/s whose signature/s appears on the enrolment form will be the person/s held responsible for the payment of the School Fees and Charges for that particular student. A new Agreement of Enrolment form must be completed if fee payment responsibility alters from that recorded on the original form. Until the School receives the new form, the original documents, and arrangements, will remain in force.

4.0 School Fee Schedule.

(Table 1)

Class	Tuition Fee	Main/Build. Levy	Curriculum Levy	Total fee
KG	\$2,150	\$370	\$470	\$2, 990
1	\$2,150	\$370	\$470	\$2, 990
2	\$2,150	\$370	\$470	\$2, 990
3	\$2,150	\$370	\$470	\$2, 990
4	\$2,150	\$370	\$470	\$2, 990
5	\$2,150	\$370	\$470	\$2, 990
6	\$2,150	\$370	\$470	\$2, 990

5.0 Sibling discounts

Sibling Discounts are only applicable on Tuition Fees. This discount excludes building and maintenance, curriculum levy, and excursion fees

- 2nd Child Discount - 25%
- 3rd Child Discount - 50%
- 4th Child Discount -100%

6.0 Other Fee Schedule

- The entire year fees paid upfront by the 30th January will receive a 10% discount.
- Refer a new student to Taqwa and receive a one-time \$500 credit toward fees.
- New student applications attract a non-refundable \$50 fee.
- **Admission fees:** An admission fee of \$747.50 which is the equivalent of the first term's fees to secure enrolment. This is taken off the annual fee payable.
- **Curriculum Levy fees:** Curriculum Levy fees include all stationary and consumable items. Examples of this include exercise books, pencils, tissues and paper. It also includes subscriptions to Curriculum related software and contributes toward other classroom texts and resources.
- **Uniforms:** Uniforms are extra. See relevant uniform lists.
- **Excursion fees:** The *optional* Excursion Fee is an extra fee inclusive of all excursions/incursions/Swimming and sporting events for the year 2019. This fee covers entry, staffing, programs and transport. Parents/guardians will be issued with Permission forms before each event. This fee does not cover camps. This fee of \$250 is payable as a part of the fee schedule or at the time of the excursion.

- **Camp fees:** Camp fees are charged extra to parents/Guardians. Parents/Guardians are only entitled to a refund for individual excursions/incursions/Swimming and sporting events if a medical certificate is submitted to the school on each occasion. The refund is only applicable to the equivalent cost of the event missed for the dates listed on the medical certificate.

7.0 School Fees Due dates.

(Table 2)

2019					
Full Academic Year (12 Months)		Per Term		Per Month	
Due By	Amount Due	Due By	Amount Due	Due By	Amount Due
31 st January 2019	\$2,775 (with 10% discount on Tuition fees)	Term 1 fees by the 31 st January. Term 2, 3 & 4 fees due by Friday of the second week of each term unless paying by direct debit.	747.50	30 th of each month	\$249.20 x 12 months

8.0 Invoice dates

(Table 3)

School Fee Payment Schedule Quarterly	Invoice Date	Invoice Due Date
Term 1, 2019	14 January 2019	31 January 2019
Term 2, 2019	15 April 2019	2 nd week of Term 2
Term 3, 2019	08 July 2019	2 nd week of Term 3
Term 4, 2019	1 October 2019	2 nd Week of Term 4

Families have the option to pay 12 months of upfront before the commencement of the academic year and with a 10% discount. Families who choose this option must pay the entire fee before the 31st January 2019.

Families who wish to pay for methods other than yearly, termly or month, need to apply for alternative payment arrangements to the Principal.

If a student joins in the school in the middle of a term/semester, fees applicable will be prorated, based on term joined. Curriculum levy are applicable from table 4.

(Table 4)

	Term 1	Term 2	Term 3	Term 4
Curriculum Levy	\$470	\$350	\$230	\$100

9.0 Payment Methods

- **Direct Debit – (Inshallah this will be in place by early January)**
* note dishonour fee for Direct debit is \$20 and payable by the pay.
- **Card (At front office only – fees may apply)**
- **Bank transfer: BSB: 062913 Account: 10997697**
Reference: childname/year or month or term.

We encourage all our families to take up the direct Debit option.

10.0 Non-payment of Fees

Failure to pay school fees may result in a loss of the student's place in the school, as well as, temporary or permanent expulsion or exclusion from school.

11.0 Recovery of Unpaid Fees

In fairness to families who pay their school fees regularly and on time, Taqwa School will follow up all overdue school fee accounts.

- a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- b. If payment or a suitable written response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by Taqwa School.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

12.0 Refunds

The new student application fee and admission fee are non-refundable. If a student discontinues with Taqwa School for any reason, the refunds will be processed and returned to the original payee in accordance with the Discontinuation requirements. Fees are refundable pro-rata for the remaining terms of the calendar year. Fees for Book Lists, Excursions & Building and maintenance are non-refundable. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded. Library books, school property and all accessories are to be returned to the School before the last day of attendance.

13.0 Re-Enrolments:

In order to secure the seat for the following academic year, parents/guardians will be asked to pay a for the first term's fees for the following academic fees. Re-enrolment fees are due by 31st January each year. Families can also make use of the 10% discount for the entire following years fees at this time.

14.0 Late Start Enrolment:

New students entering Taqwa School after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

15.0 Extended Leave:

Taqwa School does not give discounts or refunds of fees for Extended leave.

16.0 Discontinuation of Enrolment:

Where a parent/guardian of a student intends to discontinue the student's enrolment, the School requires at least one term's written notice of the cancellation. The written notice to the Principal must be received at the School by 9.00am on the first day of the final attending term. Any notice received after this time will render parents/carers liable for **(another)** the full term Fees. Where the parent/guardian fail to give at least one term's notice, the School reserves the right to invoice the parent/guardian for one term's fees and/or levies in lieu of notice. After receiving written notice, Parents/Guardians will then be invited to attend an exit interview.

If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded. The school reserves the right to pursue all outstanding fees in accordance with the Agreement for Enrolment and Fee Payment Policy.

Library books, school property and all accessories are to be returned to the School. Lost books including library books will be charged at a rate of \$10 per book. This includes home readers. Other lost or damaged property will be charged at the rate of replacement for new. Students may be charged at the time of loss or damage when the school becomes aware or at the time of discontinuation.

17.0 Variations to the Payment Schedule:

- a) Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
 - a. Extension of Time
If an extension is required, please contact the Business manager prior to the due date.
 - b. Payment Plans
Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal or Business Manager.
 - c. Fee Concession
 - I. In cases of financial hardship an application may be made for a fee concession. Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Concessions are only applied to Tuition Fees and are valued at 10% up to 75% of the full cost of Tuition Fees. Applications will be assessed according to need and will be subject to the student's contribution to the Class and their family's contribution to the School. Consideration for a subsequent 12-month period will require a new application.
 - II. A compassionate and just approach under the ethos and values of Taqwa School is used when reviewing applications.
 - III. Concession application forms are available from the office. Parents may be requested to supply supporting documents to attach to their application.
 - IV. Parents/Guardians who are granted Fee concession are required to provide evidence of ongoing financial hardship at the beginning of each term.
 - V. All matters are dealt with on a confidential basis. Parents must not disclose the concession agreement to any parent or third party.
 - VI. Parents/Guardians who apply for a fee concession must maintain concession attendance requirements. Students who take more than 5 consecutive days leave at any one time without a supporting medical certificate or take extended leave of greater than 5 days with or without Principal approval will lose their concession entitlement.

Families who take more than 5 days of leave with an unsupported medical certificate will have their full fees reinstated in accordance with this fee policy. These families will be notified in writing.

- b) The Principal's decision on the granting of variations and concession to the payment schedule is final.
- c) Parents/Guardians will be notified in writing of decisions of grant variations.

18.0 Bus Transport Fees

(Table 5)

Bus Transport Fees	One Child	Two Children (Siblings)	Three Children (Siblings)
2018	\$80 per week	N/A	N/A
2019	\$85 per week	\$150 per week	\$200 per week

19.0 Bus Fees conditions:

- All bus fees are payable by the last day of the preceding term.
- Sibling discounts are in line with Table 5.
- Bus fees must be paid an entire term in advance.
- Fee refunds or discounts for absences or extended leave are not applicable.
- Families who fail to pay their bus fees by the due date risk losing their child/children's bus seat for another student and will be ineligible to use the bus service until bus fees are up to date.
- Variations in payments may be made by direct application to the Principal.

Student Fees Policy



V1 - 2018

ACKNOWLEDGMENT AND CERTIFICATION OF COMPLIANCE WITH THE TAWQA SCHOOL STUDENT FEE POLICY

This is to acknowledge that I have received and reviewed the *Student Fee Policy V1 – 2018*. I agree to pay all of the due fees listed in this policy, adhere to due dates and accept late administration fees if not paid on time.

1. Parent/Guardian Name: _____

2. Parent/Guardian Name: _____

Student 1: _____

Student 2: _____

Student 3: _____

Student 4: _____

Student 5: _____

Student 6: _____

Taqwa School can include Excursions in my Fee invoices:

Yes ☐

No ☐

Address: _____

Ph: _____

Email: _____

1. Parent/Guardian Sign: _____

Date: _____

2. Parent/Guardian Sign: _____

Date: _____