School Fees Policy

Prepared by	ICE Board
Date Prepared	March 2023
Date ratified by the Board:	…
Monitored by	Business Manager
Review by	Business Manager
Date for review	March 2026
Status	Final
Policy Pertains to:	
File Details:	…

Version	Date	Notes
2.3	March 2023	Changing terminology from Bond to Enrolment Deposit in Section 3

Authorised By	Date
Business Manager	8th March 2023

Version History

Version	Date	Notes
1.0	June 2010	Amendment made to bring in line with Remission of fees policy
2.0	August 2016	Change to Fee structure and modification of wording
2.1	October 2016	Change of operational name to ICE, Campus to School and reformatting
2.2	April 2020	Reformatting to align with new policy layout
2.3	March 2023	Changing terminology from Bond to Enrolment Deposit in Section 3

1 BACKGROUND

It is an aim of Illawarra Christian Education to make Christian Education accessible to as many families as possible, therefore fees are kept to an affordable level.

The school fees represent the total fees payable in the normal delivery of education at the school and are set annually by the Board.

Books and textbooks and compulsory activities such as sport, excursions and camps will be provided to all students by the school. The school makes extensive use of devices in the delivery of lessons at the secondary level. Parents are required to enter an agreement in relation to the use of these devices.

Parents will be asked to provide those items of a more personal nature such as a recorder or calculator as required.

Parents will be held responsible for the cost of replacing equipment provided by the school that is lost or damaged by their children beyond normal wear and tear. These devices are not covered by the school's insurance policies.

2 FEE PAYMENT

Fees are invoiced at the commencement of each year and are payable prior to the commencement of classes for the academic year unless a payment plan is established.

A discount, set by the Board, applies to full year's fees paid in advance as per the fee schedule found on the school's website.

It is expected that Parents will pay in full all fees set by the Board. However, there may be occasions due to a variety of circumstances such as unemployment or sickness when parents are unable to pay part of the set fees. In such cases, a part remission of fees may be available. Please refer to the "Remission of Fees" policy for further details.

It is important that parents cooperate by paying all fees on time. A late fee of up to 10% may be charged if fees are not paid within thirty days of the due date. If fees are not paid within forty-five days of the due date, and alternative arrangements have not been made with the Business Manager, the Board may engage the services of an outside agency to recover the outstanding debt and any associated costs. Failure to pay outstanding fees within an acceptable time-frame as determined by the Board may result in termination of the student(s)' enrolment.

3 ENROLMENT

An enrolment application fee should accompany each enrolment application.

Each new family entering an Illawarra Christian Education School is required to pay an Enrolment Deposit. This Enrolment Deposit is refundable once the last enrolled child completes their enrolment from an Illawarra Christian Education School provided all fee obligations have been met.

4 PART TIME SECONDARY STUDENTS

Part-time Senior Secondary students will pay fees in proportion to the number of units they undertake each year. The base number of units for a full-time student in Years 11 & 12 is 10 units; the part-time fraction is calculated by the number of units studied in that year divided by 10.

For the purpose of this policy, part-time students do not include those who are undertaking external education courses.

5 DISTANCE EDUCATION FEES

Refer to the “External Education Providers Policy” for details.

6 EXTRA-CURRICULAR

Activities beyond the normal delivery of education at the school, including non-compulsory activities such as representative sport at a national level, service trips and Duke Edinburgh, are subject to additional charges. Participation in these activities is subject to school fee accounts being up to date. Payment will be required prior to the date of the activity.

7 SPECIAL SERVICES

Tutoring, psychological testing and other special services arranged by the school will attract an additional fee-for-service.

8 TERMINATION OF ENROLMENT

Parents are required to give at least one term's notice of termination of enrolment. Failure to do so will render them liable for the payment of one term's fees. A request for consideration of mitigating circumstances may also be made to the Business Manager.

9 BREAKDOWN OF FEES

9.1 K-12 Fees

An all-encompassing fee is based on a per Stage fee as per the table attached in Appendix A. Increases to fee levels will be determined by the Board at the time of setting the Budget for the ensuing year.

Sibling Discounts will apply in accordance with the following table. All other discounts such as Bursaries and Scholarships are governed by the Fee Remission Policy

Four sibling discounts rates will apply for concurrently enrolled students:

1st (eldest) child	Stage Fee for the relevant Grade
2nd child	30% of Stage Fee for the relevant Grade
3rd child	55% of Stage Fee for the relevant Grade
4th child	80% of Stage Fee for the relevant Grade
5th and subsequent children	$0

9.2 Prep Fees

Prep fees are based on a daily base rate.

Sibling Discounts do not apply to Prep fees.

Refer to the relevant school website for the current fees