



SCHOOL FEES POLICY

Table of Contents

<i>Table of Contents</i>	<i>2</i>
<i>Purpose</i>	<i>3</i>
<i>Scope.....</i>	<i>3</i>
<i>Policy.....</i>	<i>3</i>
<i>Payment Methods</i>	<i>5</i>
<i>Building Levy.....</i>	<i>5</i>
<i>Review</i>	<i>5</i>

Purpose

Fees and levies are essential for providing a high quality of education for students. There are substantial costs to maintain existing buildings and building new facilities. Fees are compulsory and constitute an important part of the College's income. Fees constitute tuition fees, building levy, Islamic Studies workbook levy and bus fees (if applicable). By acceptance of enrolment, parents acknowledge this responsibility and obligation to pay school fees. The purpose of this policy is to outline the expectations, responsibilities, and arrangements for the payment of school fees and to highlight assistance available for families experiencing temporary financial difficulties. The Principal and Business Manager are responsible for implementing this policy.

Scope

This policy applies to all parents and guardians who have children enrolled at Al-Ameen College (formerly known as Langford Islamic College).

Policy

Payment of fees are compulsory for all students enrolled at Al-Ameen College except **for those granted an academic scholarship**. All parents are required to pay fees by the due date. Parents unable to pay fees by the due date due to financial difficulties are required to make alternative payment arrangements with the Business Manager.

Billing of Fees: An account of full fees and levies will be issued by the College one week prior to the start off each term. The account will be payable within 30 days of the date of issue. Monthly statements will be circulated to all parents via email.

Overdue Fees and Notices: For unpaid accounts (7 days overdue), reminder statements will be sent to parents by email. The following account notices (in 7 days intervals) will be sent:

1st Notice - Reminder

2nd Notice - Urgent- Overdue Account

3rd Notice – Final Notice

Should the account remain outstanding, the school will contact the parent by phone and if necessary, a meeting with the Business Manager will be arranged. The meeting will include a discussion of the issues surrounding fee payment and aim to reach an agreement on payment conditions. A repayment schedule

may be agreed to by the family and the Business Manager. The outcome of the meeting will be confirmed in writing to the parent.

Non-Payment of Fees: If accounts remain unpaid at the end of term and no appropriate arrangements have been made to pay the agreed fee, a letter from the Principal will be issued requesting action by a particular date. Any arrangements to vary the conditions for payment must be made through the Principal and/or Business Manager. When accounts remain unpaid and no contact or appropriate arrangements have been made to pay the outstanding account, the Principal will decide the necessary action, which may include referral to a Debt Collection agency to collect unpaid fees and/or suspend the student's enrolment indefinitely.

Fee Concessions/Special Arrangements: From time to time, some families may find themselves in financial difficulty or in circumstances of genuine need and require reductions or a deferral of payment of fees. A reasonable Payment Plan acceptable to both parties may also be sought by families experiencing difficulty with payment of fees.

An evidence-based income test will be conducted to determine financial difficulty prior to an arrangement being made. Once a fee concession/special arrangement is granted, it is essential that this commitment is honoured by the parent in full and on time. Discounts will be based on circumstances and will be at the discretion of the Principal and/or the Business Manager. An application form must be completed, supported by most recent three months bank statements, most recent tax return and pay slips (if applicable).

Confidentiality/sensitivity of each family's circumstances will be treated in the strictest confidence.

- All families will receive a discount of 10% on the Tuition component of fees if they have a current Health Card from Centrelink. The validity of the Health Card will be verified at the beginning of each term.
- A 10% discount is offered to employees on the tuition component of fees.
- A 5% discount is applicable on the tuition component of fees where school fees for the full year is paid in advance by the end of February each year.
- Family concessions may apply for families with more than one child in primary school.

If a special concession is granted other than the above, this concession will only apply for one term after which circumstances will be reassessed.

Payment Methods

Payments may be made via the following methods:

- Cash
- Cheques made payable to 'Al-Ameen College'
- Debit card
- Credit card (by phone or in person)
- EFTPOS
- Direct Debit

Building Levy

Families will appreciate that there is a substantial cost to the College in maintaining and developing the existing school buildings. It is necessary to raise capital income to support capital works. Each family will be charged a compulsory annual building levy per family with normal school fee billings.

Review

Year of Review	Reviewed By	Amendments/Review	Next Review
2018	KH	Originally Released	
2019	KH	Reviewed	
2021	PR, ME, KH	Revised	
2025	PR/FP	Reviewed	