



**EMMAUS**  
CHRISTIAN SCHOOL CANBERRA

*Financial Policy FIN 1-0*

# *Fee Policy*

*Updated*

*April 2017*

# Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

## Values

### 1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

### 2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instill in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

### 3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

# Finance Policy FIN 1-0

## Fee Policy

Prepared by	Business Manager & Bursar
Date prepared	Mar 2017
Date approved	4 April 2017
Monitored by	Principal and Business Manager
Review by	ECS Finance Committee
Date for Review	September 2019
Status	Final
Policy Pertains to:	All enrolments at ECS
File Details:	J:\All School\Policies Master\ECS Policies\ECS FIN Policies

### Version History

Version	Date	Notes
1.0	Mar 2017	Original policy updated to new format by Wendy Morris, updated from review by C.Kruger
2.0	April 2017	Updated by Erik Hofsink with board decision on fee reduction for Indigenous students

### Relevant Policies

Enrolment Policy

Enrolment Contract

## Contents

1. Policy .....	4
2. Type of Fees .....	4
3. Procedure.....	5

---

## 1. Policy

1.1. To allow Emmaus Christian School Canberra to provide the on-going high standard of education expected from our parents, families have the responsibility to pay their school fees in a timely manner. Enrolment of students at Emmaus carries with it the undertaking of parents/guardian to accept the obligation to pay all school fees. The School Fees Collection Policy details the guidelines for all families in the school community concerning their responsibility for paying school fees.

1.2. Adherence to our school fees policy will assist us to keep to our Vision to assist parents in the nurture of their children, providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education.

## 2. Type of Fees - Compulsory Fees

### 2.1. Application for Enrolment Fee

per student – payable when lodging Enrolment Application Form

### 2.2. Enrolment Acceptance Fee

per student – fee on placement of offer.

### 2.3. Capital Levy

per family per annum – fee to cover all capital improvements and maintenance

### 2.4. Camp Fee

per student Years 3 to 10 only – is recovered by the school to cover the costs of camps of students

### 2.5. Tuition Fee

per student, invoiced annually or per term – fee to cover education costs

## **2.6. Parent Involvement Program (PIP) Levy**

25 hours per family per annum, 10 hours for Preschool only families and 12 hours per annum each parent for separated single parent families

## **2.7. Associate Membership Fee**

All families are considered to be associate members of the North Canberra Christian Education Association Incorporated and are charged a nominal annual fee. Full membership is available to families by application.

## **- Voluntary Fees (tax deductible)**

### **2.8 Building Fund**

Families are encouraged to make additional voluntary tax deductible donations to the Emmaus Building Fund to further assist with development and maintenance of our school facilities.

## **3 Procedure**

**3.1 The Fee Policy is forwarded to all families with the first fee invoice. This is for information only.**

**3.2. The following outlines the fee collection process at Emmaus Christian School Canberra:**

### **3.2.1. Timing of Statements**

School fee statements are emailed during each term break prior to each term.

### **3.2.2. Payment methods**

- The following methods are offered by the school:
- Direct Debit Authority - Preferred Method - form lodged to office
- EFTPOS – over the counter in the office
- Direct Credit – paid directly into school account,
- Credit Card –surcharge applies
- Cash
- Cheque

### **3.2.3. Due Dates**

3.2.3.1. Families are asked to pay by the due dates shown on their statement.

3.2.3.2. A week after the due date, reminders are sent out to those who have not paid their fees, allowing a further two weeks for payment. Families are invited to speak to the Business Manager if fees cannot be paid promptly. An administration can be charged for the time spent for issuance of reminders.

### **3.2.4. Payment Plan**

If parents meet with the Business Manager, an arrangement may be made for a payment plan.

### **3.2.5. Applications for fee concessions**

Applications for fee concessions should be submitted in writing and will be considered by the Principal, Finance Committee and Board.

### **3.2.6. Outstanding Fees**

3.2.6.1. If no payment is received after the first reminder letter, a second letter is issued requesting payment within 14 days. Once again parents are invited to contact the Business Manager if prompt payment is not possible. A further administration fee will be charged for the time spent for issuance of second reminders.

3.2.6.2. If fees continue to remain outstanding by week 8 of the term, or if no communication has been attempted, or if no arrangements have been entered into, or if arrangements have not been upheld, account details will be forwarded to a Collection Agency and referred for legal action and your child's enrolment will be in jeopardy

3.2.6.3. In the event that no communication has been attempted and no payment has been received, student/s will automatically be de-enrolled.

### **3.2.7. Penalty for insufficient Notice of Student Withdrawal**

3.2.7.1. One full term's notice (10 school weeks) in writing TO THE PRINCIPAL is required for withdrawing any student.

3.2.7.2. A full term's fees (10 school weeks' equivalent of tuition fees) will be charged where insufficient notice has been given.

### **3.2.8. Sibling Discounts**

A sibling discount of 25% will be allocated on the total student tuition fee for families with four or more children enrolled in Primary & Secondary School (excluding Long Day Care)

### **3.2.9. Holding Fees**

3.2.9.1. Where students will be absent for a period of one term or less – full fees will be charged.

3.2.9.2. For periods of absence in excess of one term a holding deposit of 10% of the tuition fees and capital levies for the at current rate for appropriate year levels while away, to be paid up front.

### 3.2.10. Financial Hardship

3.2.10.1. Hardship arrangements will be considered for families who are experiencing financial hardship on a case-by-case basis.

3.2.10.2. For parents willing to contribute but limited in their ability to, the Business Manager and Principal will use their discretion and act within the mandate of the policy and guiding principles to negotiate appropriate forms of payment assistance.

3.2.10.3. The Business Manager and Principal have a mandate to allow up to \$2,000 fee relief per family subject to an annual limit determined by the Board.

3.2.10.4. Hardship relief in excess of \$2,000 is to be referred to and considered by the Finance Committee under the authority of the Board. This can include, but is not limited to:

- Waiving fees
- Reduced fees

3.2.10.5. Where possible, the Business Manager under the authority of the Finance Committee may offer to reduce the quantum or alter the timelines of requested payments. This can include, but is not limited to:

3.2.10.6. Deferred payment or the extension of payment deadlines

3.2.10.7. Flexible payment plans – beyond what is available in the school's standard policy

3.2.10.8. Parents who engage with the school to discuss hardship should be encouraged to:

- Apply to the Principal in writing through application for fee relief, via the Bursar
- Act reasonably in their negotiations with Business Manager, Principal and Board and school staff in pursuit of a mutually acceptable outcome
- Be honest and realistic in their assessment of their capacity to contribute to their child's education.
- Advise their Business Manager, Principal and Board if their circumstances change as soon as practicable
- Maintain contact with the Bursar, Business Manager, Principal and Board if this is required.

3.2.10.9. Aboriginal and Torres Strait Islander families are eligible to apply in writing through the Bursar to the Principal for a 50% discount on the tuition fees of their children.