All policy flows from the Emmaus Christian School Vision Statement: “To provide an excellent education and mentoring within a Christian worldview and community.”

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To whom the Policy applies: Fee paying families
Electronic Storage Location: Website & Admin Drive

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Purpose:
The purpose of this policy is to indicate how North Canberra Christian Education Association (NCCEA) Board set fees and how they are collected.

The Policy:

1. The Board takes into consideration the following factors:
   a. The Consumer Price Index (which is a guide to the current rate of price change in relation to households),
   b. Staff salary increases as directed under the various award arrangements in place,
   c. Anticipated school enrolments, and
   d. Our on-going school running costs.

2. An annual School Fee itemised invoice will be posted to all families in January each year. These fees include such things as tuition, mandatory capital levies, Primary School stationery, textbook hire, and excursions. School camps (Years 3-10) will be included as a separate line, applicable to the year level of the student. Where a child does not attend an excursion or school camp the costs of these are not refundable. This invoice will also include an annual North Canberra Christian Education Association fee and a Capital Levy for families.

3. Parent Involvement Program (PIP) levy is charged for uncompleted PIP and will be calculated according to the PIP register after the close date (in November, Week 6 Term 4), then invoiced and payable before the end of Term 4. Unless a previous arrangement is discussed with the bursar, PIP will be charged per parent for split families (where the parent resides in Canberra) and will be considered as part of Emmaus School fees owing.

4. The school offers the following options to suit the financial circumstances of each family:
   a. Payment for each term by the end of week 1 of that term;
   b. Payment Authority by direct debit or credit card on a regular basis, structured to pay off the year’s fees (and any opening outstanding balance) by the end of the school year.

   Unless a Payment Authority to pay by regular instalments is submitted to the Bursar, fees are to be paid by the end of week 1 of each term.

5. Every term a Fee Statement will be issued (even if your account is in credit). You are encouraged to check this statement and contact the Bursar if there are any discrepancies or queries. Your Fee Statement will show:
   a. The closing balance carried forward from the previous statement;
   b. Any payments you have made since the end of the previous term; and
   c. Any miscellaneous credits or charges for items not included in the school fees (eg musical instrument hire).

6. A sibling discount of 25% will be allocated on the total student tuition fee for families with four or more children enrolled at Emmaus Christian School.

7. Fees not paid on time or payment plan payments rejected may incur a $50 administration fee for time spent debt collecting through letters or telephone calls. If unexpected circumstances arise please contact the Bursar early to avoid the possibility of incurring this fee.

8. All Credit Card payments, either over-the-counter or on direct debit, incur 1% surcharge.

9. If fees continue to remain outstanding despite all efforts, or if no communication has been made, or if no arrangements have been entered into, or if arrangements agreed have not been upheld, account details will be forwarded to a Collection Agency / Debt Default Register, and referred for legal action.

10. The school board will be advised of continued non-payment and enrolment in the school may be terminated.

11. One full term’s notice in writing is required for withdrawing any student otherwise a full term’s fees will be charged and payable. Written notice must be received before the first day of term; notice received after the first day of term will result in families being liable for fees for that term and the subsequent term in lieu of notice.
Related Emmaus Christian School Policies:
1. Enrolment Policy
2. PIP Policy
3. Financial Hardship Policy

References:
Government Funding Influence – Gonski Funding Model
- The Australian Government has changed the funding of government and non-government schools from 2014 and beyond. According to the new formula, Emmaus is deemed to be one of numerous ‘over-funded’ schools and as such we will only receive our current funding per student amount plus a fixed index increase from now on. This is about half the increase we normally receive from the Australian Government.
- The cost of staff represents about two-thirds of our yearly expenditure. In addition to annual salary increases, every teacher progresses up the steps of a scale with each year of experience. With an annual increase plus step increases, this requires an above-CPI-increase of school fees each year just to cover staffing costs.

Associated Forms:
- Appendix 1: Direct Debit Authority Form
- Appendix 2: Debtors Procedure

Mrs Rachel McClure
PRINCIPAL

Mr Joshua Thow
NCCEA CHAIRMAN