



LANGFORD ISLAMIC COLLEGE

SCHOOL FEES POLICY AND PROCEDURE

Category: Operational

Next Review: 1 July 2020

Introduction

Langford Islamic College (LIC) is committed to a policy consisting of an Islamic education to all enrolled children. Fees constitute a substantial part of the College's income and prompt payment of all fees is the responsibility of all parents/guardians. Fees constitute tuition fees, compulsory building levy, Islamic studies work book levies and bus fees.

Purpose

This school fee policy aims to:

- outline the expectations, responsibilities and arrangements for the collection of school fees;
- assist families that experience temporary financial difficulty.

The fees and levies collected at LIC are essential in providing a high quality of education for students and it is expected that school fees will be paid by the due date.

Responsibilities

- **Parents**

Parents of students at LIC have a responsibility and obligation to pay the set school fees and levies at the beginning of each term. By acceptance of enrolment at LIC parents acknowledge this responsibility and obligation.

- **The Board**

The Board has the responsibility of reviewing the fee levels each year to ensure the viability of the school.

- **Principal and Business Manager**

The Principal and Business Manager are responsible for monitoring and reviewing this procedure and ensuring the College maintains the fee policies and procedures and that arrangements for the payment of fees are adequate. Arrangements could include provisions for fee discounts and deferral payments.

- **Accountant/Accounts Receivable Officer**

Accountant/Accounts Receivable Officer are responsible for the timely collection of all fees and correctly recording payment of fees in the Accounts Receivable system.

POLICY

Fee Concessions/Special Arrangements

From time to time, some families find themselves in financial difficulty or in circumstances of genuine need and require reductions or deferrals of payment of fees.

- All families 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 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 distress 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.

NB Confidentiality/sensitivity of each family circumstance are to be treated in the strictest confidence.

Payment of Fees

School fee billing and collection procedure

- An account of full fees and levies will be issued by the school at least one week prior to the start of each term. The account will be payable within 30 days of the date of issue. Monthly Statements are circulated to all parents via email.
- For unpaid accounts 7 days after due date, reminder Statements will be sent to parents by email and a copy by post.

The following account notices in 7 days intervals will be sent:

1st Notice - Reminder Overdue Account

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 organised. The meeting will include a discussion of the issues surrounding fee payment and to reach an agreement on payment conditions. A repayment schedule may be agreed to by the family and the Principal.

The outcome of the meeting will be confirmed in writing to the parent.

- When 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.
- This could result in indefinite suspension of the student at the Principal and Business Manager's discretion.

Non-Payment of Fees

- Student's enrolment is indefinitely suspended if tuition fees are not paid by the due date.
- 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' and/or suspend the student's enrolment indefinitely.

- Any arrangements to vary the conditions for payment must be made through the Principal and/or Business Manager.

Funding Building Costs and College Infrastructure:

Families will appreciate that there is a substantial cost to Langford Islamic 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.

Discounts/Hardship Discounts/Special Discounts

- A 10% discount is offered to employees on 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.
- An Evidence-based Income Test will be conducted when a hardship discount is applied for. An application form must be completed supported by most recent three months bank statements, most recent tax return and payslips (if applicable).
- Discounts will be based on circumstances and will be at the discretion of the Principal and/or the Business Manager.
- The Special Discount will only apply for one term after which circumstances will be reassessed.

Payment Options

Payments may be made using the following methods:

- Cash
- Cheques made payable to 'Langford Islamic College'
- Debit card
- Credit card (by phone or in person)
- EFTPOS

- Centrepay
- Direct Debit

Review History

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/REVIEW
2018	KH	Originally Released
2019	KH	Change in policy
2019	KH	Revision by Board
2019	KH	Ratified 9 April 2019 Board meeting

Ratified by the Principal



Date: 15-05-2019

Ratified by the Business Manager



Date: 13 May 2019