



School Fees Policy:

1. Introduction

All Souls St Gabriels School is an Independent School in the Anglican Tradition, under general control of the Board of Governors. The management of the School is designated under the School's Constitution.

All Independent Schools receive per capita recurrent State and Federal grants. However, these sources only account for about 41% of income and therefore the School relies on payment of fees by parents in the mission of providing educational excellence.

2. Level of School Fees and Charges

Whilst it is the aim of the Board of Governors to set the fees on an annual basis, the Board reserves the right to change fees at any time. Annual fees are detailed in the Schedule of Fees normally issued each December and they remain in force until such time as they are amended on the approval of the Board.

As specified in the agreement signed with the School, fees fall due on the first Friday of each term and are payable in advance.

3. Withdrawal of Students and/or Change of Status.

If parents remove a student from the School, you are required to give half of one term's notice in writing to the Headmaster or payment of one-half of one term's tuition fees is payable, excepting in exceptional circumstances.

4. Issuing Accounts

School fee term charges are issued on four occasions throughout the school year no later than the following:

Term One	Five (5) working days prior to Term One Travel Day;
Term Two	Two (2) weeks prior to Term One holidays;
Term Three	Two (2) weeks prior to Term Two holidays;
Term Four	Two (2) weeks prior to Term Three holidays;

5. Payment of Fees

A Schedule of fees is issued to all parents/guardians annually and copies of this document are available on our website and on request from the School Office. All school fees are due on the first Friday of term.

The following discounts shall apply, provided

- a) For fees debited by start of term – Accounts are cleared by due date;

OR regular electronic or salary deduction arrangements made and kept, with debt being cleared by term end;

OR some other payment schedule agreed to by the payer and Business Manager is maintained as agreed and debt cleared by term end.

- b) For fees debited after the start of term, agreed payment terms be complete by the end of the following term.



6. Discounts

- a) Staff Discount – staff discount granted pro-rata on Tuition Fees.
- b) Sibling Discount - 10% discount on Boarding and Tuition Fees for 2nd and 3rd siblings. Fourth child is 100% discount on Boarding and Tuition Fees. To be eligible for sibling discounts all children must be currently attending at the school.
- c) Past Student Discount - 10% discount on Boarding and Tuition Fees. This discount is available to families whose father or mother/grandfather or grandmother attended All Souls St Gabriels School.
- d) Only one of the above discounts can apply to any child at one time.
- e) Full years fees paid in advance – 5% discount will be given (in addition to the above discounts) if payment of four terms fees is made in full by the first Friday of first term (boarding and tuition only).

IMPORTANT: Any discount shown on the charges summary page will be forfeited and this amount added to the amount due if payment is not received by first Friday of term or arrangements for payment have not been made with the Business Manager by that date, and such arrangements adhered to.

7. Action on Overdue Accounts

If the school fees remain unpaid and no special arrangements have been made, the students will be removed from the School and appropriate recovery action commenced.

A late payment fee of \$20.00 per month will apply to all overdue accounts that are not on a payment plan which is maintained according to the agreement.

Discounts will be forfeited for any term where payment is not received by the first Friday of term or arrangements for payment have not been made with the Business Manager by that date, and such arrangements adhered to.

8. Arrangements for Deferred Payments

Parent(s)/guardian(s) of students may approach the Headmaster or Business Manager to formalise an arrangement if school fees cannot be paid by the due date. These requests will be treated confidentially and on a case by case basis according to the procedure outlined below. It is the policy of the Board that this procedure be followed. The Headmaster and Business Manager do not have authority to deviate from this procedure without the express consent of the Board.

The initial request by the parent(s)/guardian(s) can be made writing or by telephoning the Headmaster or Business Manager.

The School may then request the parent(s)/guardian(s) to complete an Application for Fees Concession Form and forward it to the School for consideration. The information provided will be treated in the strictest confidentiality. Circumstances will need to be verified.



The Headmaster or Business Manager may allow:

- i. Instalment payments, provided agreed arrangements are kept and debt cleared by end of term (end of following term for fees levied after start of term).
- ii. Deferral for a period of time, provided agreed arrangements are kept and debt cleared by end of term (end of following term for fees levied after start of term).

Arrangement other than those above may only be granted by the Board and will only be considered in extreme circumstances. If special arrangements are allowed by the Board, parents/guardians must inform the Business Manager as soon as the circumstances which lead to the granting of the special arrangements change.

9. Change in the Relationship Between Student(s)/Parent(s)/Guardian(s)

Parent(s)/Guardian(s) must inform the Headmaster if there is a change in their relationship with each other since signing the application form (e.g. divorce or separation). Unless otherwise directed, the Headmaster will require that a new enrolment be completed by the person who is to assume the obligation of paying the school fees.

All information given to the Headmaster will be treated in the strictest confidence.

10: Refunds – Excepting in extenuating circumstances

- a) No refund of School Fees for any absences including late returns, absences during the term, disciplinary suspensions, sick leave, early completion of term or school year (e.g. Year 12)
- b) Half of one terms written notice is required when terminating enrolment or half of one terms tuition fee is payable. The Tuition fee includes the IT Levy.
- c) The fee will be calculated by dividing the week of departure into the number of weeks in the term of departure, i.e. if a student leaves in week 4 of an 8 week term, then all fees charged will be calculated at 50%. If a student leaves in week 4 of a 10 week term then 40% of all fees will be charged. If half of one terms written notice is not given then an additional half of one terms tuition fee, only, is charged.
- d) Half a terms notice equates to 4 weeks in an 8 week term, (notice in week 5), 4 weeks in a 9 week term (notice in week 6), and 5 weeks in a 10 week term (notice in week 6).
- e) If a student is asked to leave at the request of the School in the first half of the term, 50% of the term's tuition and boarding fee will be refunded and the catering fee will be charged pro-rata. If asked to leave in the second half of the term, only catering will be refunded (pro-rata)