



**Emmaus
Christian
School**

Fee Policy

Finance: FIN 2-7

Access Level – Public

Updated: October 2024 | Due for Review October 2025

Fee Policy

Prepared by	ECS Executive
Date prepared	September 2016
Date approved by the Board:	October 2022
Monitored by	Principal
Review by	ECS Executive
Date for review	As needed
Status	Final
Policy Pertains to:	All staff, parents
File Details:	Emmaus SharePoint/Policies & Procedures / Finance

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 review
2.1	July 2018	New format and logo by W.Morris
2.2	Nov 2020	Updated Job titles & company membership by W.Morris
2.3	July 2021	Reviewed and updated by Finance Committee
2.4	Nov 2021	Updated in line with Fee Changes – reviewed by Finance Committee
2.5	October 2022	Updated to include a 5% discount for upfront payment, direct debit dishonour fee- reviewed by Exec and Finance Manager
2.6	February 2023	Updated to include change to PIP hours (error corrected March 2023)
2.7	October 2024	Update to reflect change in internal process

Relevant Policies

Enrolment Policy

Enrolment Contract

PIP Policy

Fee Assistance Policy



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Vision/Purpose

Emmaus Christian School 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.



Policy

To allow Emmaus Christian School 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.

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

Type of Fees - Compulsory

Enrolment Administration Fee

- Per student – payable when lodging Enrolment Application Form.

Enrolment Acceptance Fee

- Per student – fee on placement of offer.

Capital Levy

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

Tuition Fee

- Per student, invoiced annually or per term – fee to cover education costs, excursions and camps.

Parent Involvement Program (PIP) Levy

- PIP levy is set according to the eldest child's year level enrolled at Emmaus
- PIP hours are set by the Board annually and are included in the Fee Schedule.
- A discount 50% is applied to hours per annum for single parent families

Company Membership Fee

- All families are considered as associate members of Emmaus Christian School Canberra Limited.

Type of Fees - Voluntary (tax-deductable)

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.



Procedure

The Fee Policy is given on enrolment, forwarded to all families with the first fee invoice, and is available on the school website. This is for information only. The following outlines the fee collection process at Emmaus Christian School.

Timing of Statements

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

Payment methods

The following payment methods are offered by the school:

- Direct Debit Authority is our preferred method of payment (form lodged to office). NB: a fee will apply to declined payments
- EFTPOS – over the counter in the office
- Credit Card –surcharge applies
- Cash
- Cheque

Due Dates

- Families are asked to pay by the due dates shown on their statement.
- 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 Finance Team if fees cannot be paid promptly. An administration fee can be charged for the time spent issuing reminders.

Discount for Upfront Payment

Families who choose to pay their K-10 annual fees upfront, by Friday of Week One of Term One, will receive a discount on the tuition portion of their fees, as per the annual Fee Schedule. This discount does not apply to Preschool or Pre-Kinder fees.

Payment Plan

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

Applications for fee concessions

Applications for fee concessions should be submitted in writing to the Finance Manager and will be the considered by the Principal, Deputy Principal (Operations), Finance Committee, and School Board.

Outstanding Fees

- 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 Finance Manager if prompt payment is not possible. A further administration fee will be charged for the time spent issuing second reminders.



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, be referred for legal action, and your child's enrolment may be in jeopardy

If no communication has been attempted and no payment has been received, student/s may be automatically un-enrolled.

Penalty for Insufficient Notice of Student (K to Year 10) Withdrawal

- One full term's notice (1 term or 10 school weeks) in writing to the Enrolments Officer (enrolments@emmaus.act.edu.au) is required for withdrawing any student.
- A full term's fees (1 term or 10 school weeks' equivalent of tuition fees) will be charged where insufficient notice has been given.
- In Preschool, 1 term or 10 school weeks' notice is required if parents wish to **reduce the number of days** the child attends.

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 and/or Secondary School (excluding Preschool).

Holding Fees

Travelling for a holiday does not constitute an application for fee assistance or hardship relief. Fee relief is only relevant where there is unforeseen financial hardship. This may include, but is not limited to:

- loss of income;
- accident or illness;
- a death within the family; or
- a major disaster

Full fees are generally required to be paid during the period of travel. Preschool fees cannot be altered due to Childcare Subsidy requirements. To discuss fee arrangements, please contact the Finance Manager.

Financial Hardship

- Details are included in the Emmaus Fee Assistance Policy
- Hardship arrangements will be considered for families who are experiencing financial hardship on a case-by-case basis.
- For parents willing to contribute but limited in their capacity to do so, the Principal, Deputy Principal (Operations) and Finance Manager will exercise discretion and act within the mandate of the policy and guiding principles to negotiate appropriate forms of payment assistance. The Deputy Principal (Operations) and Finance Manager have a mandate to allow up to \$2,000 fee relief per family subject to an annual limit determined by the Board.



- 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:
 - i. reducing fees; or
 - ii. in matters of extraordinary hardship, waiving fees.
- Where possible, the Finance 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:
 - i. deferred payment or the extension of payment deadlines; or
 - ii. flexible payment plans – beyond what is available in the school's standard policy.
- Parents who engage with the school to discuss hardship should be encouraged to do the following.
 - i. Apply to the Principal in writing through application for fee relief, via the Finance Manager
 - ii. Act reasonably in their negotiations with the Finance Manager, Principal, Board, and school staff in pursuit of a mutually acceptable outcome.
 - iii. Be honest and realistic in their assessment of their capacity to contribute to their child's education at Emmaus.
 - iv. Advise the Finance Manager, Principal and Board if their circumstances change as soon as practicable.
 - v. Maintain contact with the Bursar, Finance Manager, Principal and Board if this is required.
- Aboriginal and Torres Strait Islander families are eligible to apply in writing through the Finance Manager to the Principal for a 50% discount on the tuition fees of their children.

Confidentiality and Discretion

Confidentiality and discretion will be applied to the review of any request and will only be shared with the Finance Manager and Executive for a determination.

