

# Fees and Levies Policy

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## CONTEXT

The Kilmore International School is a, non-denominational, co-educational day and boarding school and is an independent education provider. Fees, levies and charges set by the school are in place to assist in the funding of both recurrent and capital costs. The school receives proportionate funding from Commonwealth and State recurrent grants, this funding supplements the school's self-generated income, in order to meet its annual operating costs.

## PRINCIPLES

The Kilmore International School fees are based on:

- Annual review of fees and charges by both the Finance Committee and the School Board;
- The level of funding provided by the Government;
- The level of supplementary income necessary to provide, maintain and improve existing services, whilst maintaining and developing facilities and programs to meet the needs of contemporary education;
- Student enrolments and long term financial forecasts;
- Movements in the consumer price index, especially the education sub-sector, and general fluctuations in costs and prices; and
- The School's capital improvement program

This document forms a complete copy of the TKIS Fees and Levies Policy. A copy is made available on the School website. A summary of the policy is included with the relevant Fee Notice, and advised to families prior to the start of each school year.

## DEFINITIONS

Account Holder(s) - person/s who sign the enrolment form or School Account Financial Liability Agreement. This can be one or more people.

Boarding Fees – incorporates a Boarding Fee, Residential Entry Fee, Holiday Boarding Fee and a Capital Levy

Fee Notice – refers to an annual document that publishes the fees, charges and levies applicable to a given year. It includes extracts of this policy. There are two Fee Notices, one for Domestic Students, and one for International Students.

Domestic Student – A student who is an Australian Citizen and eligible for Australian Government funding.

Family - refers to parents/guardians and children as one unit.

International Student – a student who is a Full Fee Paying Overseas Student (FFPOS), an Australian Temporary Resident Visa holder (TR) or an Australian Permanent Resident Visa holder (PR).

Parents - means a natural or adoptive parent or parents of a child, the legal guardian or guardians of a child or any other person/persons who have assumed responsibility for a child and for the payment of School fees, levies and charges relating to a current student, prospective student or past student.

TKIS Fees, Levies and Charges - incorporates both the School Fees and Boarding Fees outlined within the School's Fee Structure and published in the Fee Notice (Domestic) or the Fee Notice (International).

School Fees – incorporates the Tuition Fee, Consolidated Charge and a Capital Levy.

TKIS – The Kilmore International School



## POLICY

### 1. APPLICATION FEE

- 1.1. On application for enrolment, parents/guardians will be provided a copy of the applicable Fee Notice (Domestic or International) and the TKIS Fees and Levies Policy.
- 1.2. A non-refundable application fee of \$350 is payable at the time the application is lodged. This fee covers the registration of each application in the school database and the assessment processes including an entrance examination to determine a prospective student's eligibility for enrolment.

### 2. SECURITY DEPOSIT

- 2.1. A security deposit will be held for the duration of a student's enrolment at TKIS.
- 2.2. Day Students - a security deposit of \$1,600 per family which must be paid as part of the enrolment process prior to the first child commencing at TKIS.
- 2.3. Boarding Students - a security deposit of \$3,500 per child which must be paid as part of the enrolment process prior to the child commencing at TKIS.
- 2.4. If an offer of enrolment is formally accepted and the student subsequently withdraws from TKIS before commencing classes, the security deposit will be forfeited.
- 2.5. The security deposit will be refunded only after the last student of the family exits TKIS (or for a boarding security deposit, after the Boarding Student departs), all School Fees, Levies and charges are paid in full and any loan items returned to TKIS.
- 2.6. Security deposit refunds are returned via direct bank transfer. It is the responsibility of the Account Holder to provide bank account details to TKIS including bank name, bank address, account name, BSB number and account number.

### 3. SCHOOL FEES, LEVIES AND CHARGES

- 3.1. Upon acceptance of enrolment Account Holders will become liable to pay TKIS fee invoices by the due date stated on the invoice.
- 3.2. Account Holders of Domestic Students receive a fee invoice in November outlining the TKIS Fees, Levies and Charges payable for the following year.
- 3.3. Account Holders of International Students receive a fee invoice in November and April outlining the TKIS Fees, Levies and Charges payable for the following semester.
- 3.4. TKIS Fees, Levies and Charges, are charged in regard to each student enrolled at TKIS. In the case where two or more children are enrolled from the same family a Sibling Discount is applied – see section 6.
- 3.5. The semester's TKIS Fees Levies and Charges may be reduced for Domestic Students if a scholarship has been awarded.
- 3.6. TKIS Fees Levies and Charges are approved by the School Board annually for the following School year and published on the School website in the relevant Fee Notice.
- 3.7. Once set, TKIS Fees Levies and Charges are not altered during the year in which they apply except in extraordinary circumstances, and as approved by the Board.

### 4. UNIFORM

- 4.1. The TKIS uniform is compulsory. The cost of uniform for day students is not included in School fees.
- 4.2. Parents/Guardians are liable to cover the costs of all items of School uniform as required. The cost of the Uniform is included in the Residential Entry Fee for FFPOS entering Boarding.



5. OPTIONAL AND NON-COMPULSORY ACTIVITIES
  - 5.1. All optional and non-compulsory activities must be paid for in advance. Payment options will be provided on relevant communications from the School.
  - 5.2. The students of families who are in arrears with their School fees may not be permitted to participate in optional or non-compulsory camps, trips or programs.
  
6. DISCOUNTS
  - 6.1. Domestic fee accounts settled in full prior to December 15th will receive an Early Settlement Discount of 5% on total annual fees (less scholarship / Sibling Discount) for that year. A reduced discount of 2% is applicable for domestic fee accounts settled in full between December 16<sup>th</sup> and January 31<sup>st</sup>.
  - 6.2. Academic scholarships are awarded to Domestic Students on academic merit as established by the entrance examination and are offered as a percentage reduction to the Tuition Fee. Once awarded, a scholarship continues to be in effect for the period specified in the initial scholarship offer unless the student fails to meet satisfactory academic or behaviour requirements as outlined within the scholarship agreement.
  - 6.3. A 10% Sibling Discount on Tuition Fees will apply to the second, and subsequent siblings attending concurrently. The Sibling Discount does not apply where the younger sibling(s) is receiving a scholarship.
  - 6.4. Families can apply for temporary fee relief on the grounds of financial hardship by completion of the Application for Fee Relief form, available upon request from the Accounts Receivable Officer. Completion of an application does not guarantee that fee relief will be granted.
  
7. LIABILITY FOR PAYMENT
  - 7.1. By signing the TKIS Enrolment form, each and every signatory agrees that they are liable jointly and severally for the payment of the TKIS Fees, Levies and Charges incurred during the enrolment of the student nominated on the form.
  - 7.2. If there is to be single liability or a third party agrees to be liable, this must be declared in the relevant section of the enrolment form or declared separately on a TKIS School Account Financial Liability Agreement Form.
  - 7.3. Where parties have accepted joint and several liability, TKIS is not responsible for negotiating the onus for payment of fees. Where parent/guardian circumstances change and a change in the responsibility for the payment of future fees and charges occurs, please contact the Accounts Department staff at TKIS.
  - 7.4. TKIS cannot legally issue an account to a person other than the individuals who sign the Enrolment Form, and/or the School Account Financial Liability Agreement, without the written consent of all relevant parties.
  
8. PAYMENT OF FEES AND CHARGES
  - 8.1. For Domestic Students, a Family's preferred fee payment option will be determined via the submission of a "TKIS - Fee Payment Options for Domestic School Fees" form provided by the School (available in Operoo). Once an option has been selected it will remain current until a new form is completed to replace the existing arrangement.
  - 8.2. For International Students, accounts will be issued in November and May for the following semester's fees. These are due and payable by January 15th (semester 1) and July 15th (semester 2). Students who are Permanent Visa Holders and who have commenced the process for applying for Australian citizenship may apply to the Principal to adopt the Domestic Payment Methods.
  - 8.3. The School reserves the right to pursue the payment of any outstanding fees and charges through alternative means, including legal action, if acceptable arrangements cannot be agreed to with the fee payer/s.
  - 8.4. The School may impose a late payment fee of \$250 for any instalment not paid on the due date.
  - 8.5. The Accounts Department will monitor the payment of fees and charges.



8.6. Payments made against School fee accounts will be applied to penalties (if any) then oldest debts first.

## 9. COLLECTION GUIDELINES

- 9.1. Account Holders who have a genuine reason for delaying a payment must contact the TKIS Accounts Department as soon as practicable to discuss their situation.
- 9.2. Account Holders with additional entries or an outstanding balance will be issued a statement on a monthly basis.
- 9.3. If payment is not received within the agreed payment terms a reminder will be sent and penalties may be applied.
- 9.4. If neither appropriate contact nor payment is made within 5 working days, a letter will be sent from the Accounts Department requiring the payment be made within 5 working days from the date of the letter.
- 9.5. If the account is not settled and no agreements to extend the standard payment terms has been made, the matter will be escalated to the Fee Manager.
- 9.6. Legal processes may be used to recover any monies owing to TKIS if all other collection procedures fail. This includes processes that may impact on Account Holder's credit rating. The School reserves the right to recover all costs incurred in the course of recovering outstanding debts.

## 10. STUDENTS COMMENCING AFTER SCHOOL YEAR COMMENCED

- 10.1. New Domestic Students entering the School after the commencement of a term will be charged on a pro-rata basis for remaining weeks of the School year.
- 10.2. New International Students entering the School after the commencement of a term will be charged on a pro-rata basis for remaining weeks of the School semester and subsequent semester.

## 11. PROLONGED PERIODS OF ABSENCE

- 11.1. Special arrangements for periods of absence will be determined on an individual basis, following consultation with the Principal. Any outstanding fees or charges that exist at the time of commencing a period of prolonged absence must be paid in full before the period of prolonged absence commences, unless prior arrangements have been made with the Fee Manager and approved by the Principal.

## 12. STUDENTS EXITING BEFORE COMPLETION OF YEAR 12

- 12.1. For a new enrolment, where a position is accepted, and at a later date the student withdraws prior to commencing at the School, the amount paid as an application fee and security deposit will not be refundable, see section 1 and 2.
- 12.2. Once a student has commenced classes, one semester (six months') notice in advance, and in writing to the Principal, is required if withdrawing from TKIS. If less than one semester's written notice is given for withdrawal from the School, the security deposit will be forfeited and the Account Holder will be liable for the payment of one term's (three months) course fees in default of such notice. TKIS will withhold transcripts/reports until all fees have been settled.
- 12.3. If the student is a boarder and less than one semester's written notice is given for withdrawal from the boarding house, the Account Holder will be liable for the payment of one term's (3 months) boarding fees. TKIS will withhold transcripts/reports until all fees have been settled.
- 12.4. If a student fails to meet course requirements (such as failure to achieve satisfactory academic results, or to maintain satisfactory behaviour and attendance) and is required to leave TKIS, the refund policy as detailed in (12.2) above will apply as if the student left the School without notice.
- 12.5. There will be no refund for optional or non-compulsory activities.
- 12.6. Refunds will not be given for any activities which have already been undertaken by the student, or for any resources issued.



12.7. School accounts in credit will not be refunded until all TKIS property has been returned, or invoices applied for replacement items.

12.8. Where a Security Deposit is held for an eligible family and the last child of the family is exiting, the Security Deposit will only be released when all items on loan to the student/s have been returned in good order and condition and the School Account has been paid in full.

12.9. Exiting families must settle any outstanding fees immediately on exiting the School. Any Account Holder failing to settle the account or to negotiate a payment plan will be referred to a debt collection agency for immediate recovery action. Should an exited family default on a repayment arrangement, the account will be referred immediately to a debt collection agency for recovery action.

12.10. Account Holders may appeal in writing to the Principal should they believe that their circumstances are exceptional.

### 13. CONVERSION OF BOARDING STUDENT TO DAY STUDENT

13.1. A minimum of one month's notice, in writing to the Boarding Manager and the Principal, which sets out the last day of attendance at the boarding house is required if a student is to move from boarding to become a day student. If less than one month's written notice is given for withdrawal from the boarding house, the Account Holder will be liable for the payment of one month's boarding fees.

### 14. PAYMENT METHOD OPTIONS

14.1. TKIS accepts payment according to the methods contained in the appendix of this policy. TKIS is aware that there are organisations that provide methods for paying the fees over the entire year. The School neither endorses nor dis-endorses such organisations.



## Appendix 2021

### 1. Domestic Payment Methods

TKIS has two methods for the payment of Domestic Fees;

- Upfront – single payment
- Monthly Instalments – 10 payments via Direct Debit on the 15th (or nearest working day after that date) of each month from January to October

#### **Upfront**

The full Early Payment Discount will apply if paid in full on or prior to December 15th of the preceding year. A reduced discount will apply if paid in full between December 16<sup>th</sup> and January 31<sup>st</sup>.

A penalty to cover administration and finance costs of \$250 will be charged under this option if the payment is not made within 30 days of being payable.

#### **Single Payment**

If both instalments are paid in full by the 15th of December of the year preceding, a 5% discount is given applied. A 2% discount is given for fees paid between December 16<sup>th</sup> and January 31<sup>st</sup>.

#### **Monthly Instalments**

The payment of 10 monthly instalments via Direct Debit, from January to October in the year of study.

A processing fee of \$25 will be charged in each instance there is a late payment.

The Monthly Instalments may be deducted from either a Bank Account or a Credit Card. A form "TKIS - Fee Payment Options for Domestic School Fees" is available in Operoo. Unless a current form is held by the School, it will be deemed that the Upfront payment option has been selected.

If the account holder is unable to make an elected payment by the day it falls due, they are required to contact the Fee Manager or the Principal to discuss their situation. If appropriate, and with relevant supporting documentation, a case may be prepared for an agreed payment plan.

### 2. International Students

The payment of annual fees is by semester (two instalments per annum). The first instalment is payable by January 15th. The second instalment is due on July 15th.

Permanent Residents who have commenced the process of applying for Australian citizenship may apply to the Principal to adopt Domestic Payment Methods.

### 3. Closing Statement

TKIS is an independent, non-denominational and not-for profit School. It relies on the collection of fees to continue to offer the educational services it provides. If your circumstances change to the extent that you can no longer meet the fee requirements, please contact the Fee Manager or

Principal. Families in this situation can apply for temporary fee relief on the grounds of financial hardship by completion of the Application for Fee Relief form, available upon request from the Accounts Receivable Officer. Completion of an application does not guarantee that fee relief will be granted.

Date: 16/11/20

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