



Australian Islamic College of Sydney

33 Headcorn Street, MT DRUITT, NSW 2770 A.B.N: 60 085 245 245

TEL: (02) 9677 2613 FAX: (02) 9677 2648

Email: info@aics.nsw.edu.au Website: www.aics.nsw.edu.au

SCHOOL FEES AND BUILDING FUND POLICY

Purpose

School fees and building funds are a critical form of revenue for the school and that prompt payment of all fees is the responsibility of all parents/carers of Australian Islamic College of Sydney (AICS). The fees and levies collected at AICS are essential in providing a high quality of education for students.

Objectives and Purposes:

1. To collect sufficient revenue from fees to supplement other sources of revenue, this collectively will be used to run the school efficiently.
2. To establish an understanding that all families should contribute towards the education of their children.
3. To act justly, with compassion, and consideration of individual family circumstances.
4. To establish a procedure which promotes prompt payment of fees and thus avoiding accumulated debts that may be beyond the financial capability of families.
5. To establish a climate in which families can discuss particular circumstances in confidence.

Guidelines: Payment of School Fees (includes charges for tuition, materials and building fund).

- All families should pay the school fees, including charges for tuition, materials and building fund set and advised annually.
- Building fund and charges for curriculum materials are collected once a year at the beginning of the academic year.
- School Fees are paid for four terms each year. School fees may be paid in full at the beginning of the year or at the beginning of each term (in advance). A family discounted rate of tuition fees applies for families of two or more children.

- It is expected that school fees will be paid by the due date, which is **within the first two weeks** of each term. School Fee accounts are issued each term. A due date for payment will be shown on each account raised.

Fee Concessions & Special Arrangements

Unless there is an agreement for fees concessions allowed by the AICS Board, the College assumes the parents' ability to pay fees in full. Concessions are considered only in cases where children have already enrolled and where financial circumstances have changed in such a manner as to make a new arrangement necessary.

Application for a Fees Concession (applies to tuition fees only)

1. Concession or Special Arrangement is available to assist families in real need but must only be sought by the family that is experiencing genuine difficulty with payment of fees.
2. Families wishing to apply for a concession should apply to the Administration Manager or Board Secretary, in the first instance, for a Fee Concession. All information and documentation required by the School must be provided by the applicant (tax returns, Centrelink payment statements, divorce papers, etc.). Any information given will be treated confidentially.
3. All fee concessions and/or arrangements become void on 30 November of the year in which they are given. This necessitates a separate application to obtain fee concessions for the following year and/or make new arrangements.
4. It is conditional that in case of any concession and/or arrangements granted, fees will be paid by Direct Debit arrangement from a suitable bank account or credit card either fortnightly or monthly.

AICS School Fee Committee

A committee consisting of School Board Chairman, Treasurer, the Administration Manager and Principal will manage all matters relating to the collection of fees, recommending fee concessions and recovery of unpaid fees.

SCHOOL FEES BILLING PROCEDURE

Issue of Accounts

1. Term account Statements are issued via email during the **first week** of each **term holidays**. Another statement with a reminder will be issued at the end of **first week of the school term**. These fees are payable by the date stated on the account (before the end of second week of the term).
2. Statements will be issued via email for the outstanding fees. Any correspondence sent by surface mail will incur a \$5 fee.
3. Arrangements to vary the terms of payment must be made with AICS School Fee Committee by writing to the Administration Manager or the Board Secretary.

4. Account Statements include a BPay biller code for internet or phone banking. When paying with cash or eftpos, please do so in person at the office and bring in the whole of the statement for receipting purposes. Please note a 5% levy will apply.

6. Annual Fees paid in full for the whole year before the 28th February will receive a 5% discount (on the Annual Tuition Fee) for B-Pay, Direct debit and EFTPOS payment.

7. Direct Debit from a suitable bank account can be arranged. Forms are available from the school office and on the Parent Portal.

8. Arrangements can be made for regular Credit Card deductions. This is conducted through secure merchant facilities with an option to vary the amount of deductions to cover camps etc. if required. Authority Forms are available from the school office and on the Parent Portal and must be renewed each year.

9. Refund of Fees

Tuition fees and building funds are not refundable either in part or full in the event a child leaves school at any time during the year. Fees paid for other items such as eBooks' etc. may be refunded on a pro-rata basis.

Unpaid Fees

Accounts which remain outstanding 14 days after the due date will be dealt with in **one or more** of the following ways:-

1. Reminder Statement Issued via email and post;
2. Phone Contact by the Office Staff;
4. Letter from the Administration Manger explaining the consequences of non-payment;
5. When accounts remain unpaid by the third week of the term and no appropriate arrangements have been made to pay the agreed fee, a letter from the Administration Manager will be issued requesting parents to refrain from sending the children to school;
6. When accounts still remain unpaid and no contact or appropriate arrangements have been made by the end of the fourth week of the term to pay the agreed fee, the child's enrolment would be cancelled and Education Department will be informed of the same.

Following this a 'Debt Collection' agency will be used to collect unpaid fees and parents will be responsible for any costs incurred by way of commission on the collection amount or for legal action by the agency.

Written: April 2017

Review Date: April 2019