



AICS Fees Policy

AICS/IMS/POL/AFP.00
Review Date: 26/3/2021

1. AICS Fees Policy

Purpose

This policy outlines the Australian Islamic College of Sydney (AICS) expectation in relation to the establishment and collection of School (Australian Islamic College of Sydney) fees.

Scope:

This policy is applied to all student's parent(s) and/or caregiver(s) affiliated with the AICS.

Policy

The school fees are a necessary form of revenue for the School, and prompt payment of all fees is the responsibility of all parent(s) and/or caregiver(s) affiliated with the AICS.

1.1. Fees

1.1.1. Tuition Fee

School Tuition fee is mandatory and charged to all students. The School collects these fees to support School operating costs. The tuition fee is refundable under clause 1.10, *tuition fee refunds for students withdrawing from the School*.

1.1.2. School Building Levy

The funds collected through the building levy contribute to the maintenance cost of the school facilities provided by the AICS and help bridge the gap between government grants and the cost of providing suitable facilities at AICS. School Building Levy is mandatory, non-refundable and charged to all students.

1.1.3. Curriculum Charges

The funds collected through the curriculum contributes to the Text Books, E-books, Workbooks, Academic applications subscriptions, Islamic books & resources, Pearson workbooks, Science experiments, ICT resources, School Diaries, Pathways (1 per family to the eldest enrolled child), and other material that assists the student in learning and engaging in the curriculum. All students' parent(s) and/or caregiver(s) are required to pay these non-refundable curriculum charges.

1.1.4. Subject Specific Fee

This non-refundable subject specific fee is applied only to those students who wish to enroll in specific subjects including but not limited to technology and Vocational Education Training (VET) subjects. The funds collected through the subject specific fees help the School to provide better subject-specific resources and higher quality education.

1.1.5. Other Educational Charges

The CEO sets other Educational charges in consultation with the Principal and staff. It is used to pay for educational activities, subject-specific expenses (other than Tech/VET charges, Science practical), IT support, excursions, incursions, sports-related activities, cash handling, and documents re-issue, etc. Where applicable, Other Educational Charges should be merged with other fee types to avoid multiple invoicing.

1.1.6. Enrolment application and acceptance fees

In case of new enrolments, an enrolment application fee of \$50 for Junior and Middle School, and \$60 for Senior School, should be charged to all applicants. This nonrefundable fee is charged to new students only.

In an instance of acceptance of a student at AICS, a nonrefundable enrolment acceptance fee of \$100 should also be charged. This fee reflects the cost of additional administrative costs associated with the processing of a student's enrolment application. Both enrolment application and enrolment acceptance fees will be recognized separately.



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1.2. Tuition fees for year 12 students

The students enrolled in the final calendar year of Year 12 have fewer attendance weeks than students in other academic years. However, the total annual tuition fee is applicable, and they are charged for both semesters. *The full tuition fee must be paid before the HSC exam withdrawal date, as mentioned in the fee schedule.*

1.3. Scholarships

The School offers scholarships on tuition fees to the students in accordance with the AICS Scholarship and Awards policy. The parent(s) and/or caregiver(s) should pay all other levies and charges in accordance with clause 1- Fees.

1.4. Discounts

1.4.1. Family (Sibling) Discounts

Tuition fees discounts are provided for families with more than one child attending AICS. This family discounted tuition fee rate applies within a family group of two or more children residing at the same address. This means that as the number of siblings increases, the family's total fees decrease per child.

1.4.2. Discount on full-year fee payment

If parent(s) and/or caregiver(s) wish to pay full years' fee in advance before the due date of term 1, they are eligible 5% discount on tuition fee along with sibling discount.

1.4.3. Staff Discount

The staff discount is granted to the active staff members' child(ren) studying at AICS, and it applies to the tuition fee only. In an instance of staff discount, 5% discount is not applicable as defined in 1.4.2, *Discount on full-year fee payment.*

1.5. Fee concessions

1.5.1. Arrangements for fee concessions are available to parent(s) and/or caregiver(s) when it is difficult for them to make total fee payments.

1.5.1.1. Requests for fee concessions, based on Health Care Card/Pension Concession Card, require information verification from the Department of Human Services.

1.5.1.2. Requests for fee concessions, on compassionate grounds, require an interview with the School as part of the assessment of the request.

1.5.2. The value of the fee reduction will be determined after due consideration, taking into account all relevant circumstances as per the CEO's advice, if appropriate and applicable.

1.5.3. Apart from fixed Tuition Fee concessions for holders of Health Care Card/Pension Concession Card, fee concessions are to be applied pro-rata across all School Fees' components, unless specified. For example, if a 5% concession is offered, each component fee, including the building fund, is reduced by 5%.

1.6. Revision of the fees

All fees should be revised as per the delegation of the schedule document.

- a. Minimal 3% tuition fees shall be raised annually.
- b. The building fund shall be revised after every two years or as per the advice of Building committee.
- c. Curriculum charges are revised annually as per the Principal's advice in consultation with the CEO.
- d. A fee schedule should be published every year, reflecting the revision of the fees.



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- e. All revisions should be communicated to the parent(s) and/or caregiver(s), and a copy should also be available on the Schools' website.

1.7. Payment of School Fees

1.7.1. Full fee payment

The acceptance by parent(s) and/or caregiver(s) of their child(ren) position(s) at AICS, assumes the ability to pay fees in full by the due date, that is *before* the commencement of the term.

1.7.2. Payment plans

The School offers flexible payment plans to fee payers who wish to pay schools' tuition fees, building funds, curriculum charges through the plans will be dealt with as per the following guidelines;

- a. Parent(s) and/or caregiver(s) should lodge a payment plan application with the administration manager, along with a receipt of \$25 fee for further processing;
- b. All payment plan applications should be dealt with an automatic direct debit request (DDR) as per the approved plan;
- c. The approved plan should be shared with fee payer;
- d. Parents can cancel the payment plan with 14 days' prior written cancellation notice with the School's finance department and pay all overdue.
- e. Any transaction processed by the finance department cannot be reversed or canceled.
- f. Breaching the contract unilaterally, shall be dealt with *1.9- Non-payment of school fees*.
- g. All payment plans should automatically rollover to next year, unless otherwise advised by the fee payer and \$25 should be charged and added in the payment plan.

1.8. Payment Options

Various payment options are available, with the School's preference being BPay, automatic weekly, fortnightly credit/debit card payments, automatic Direct Debit, and cash (5% cash handling charges will be applied).

1.9. Non-Payment of School Fees

Accounts that remain outstanding after the due date or violate the agreed payment plans will be dealt with as per the following guidelines:

- a. A reminder Statement and email from the Administration Manager, explaining the consequences of non-payment, will be issued to all outstanding accounts a week before the due date;
- b. When accounts remain unpaid by the first 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;
- c. When accounts remain unpaid, and no contact or appropriate arrangements have been made by the end of the *second week of the term* to pay the agreed fee, the child's enrolment would be canceled, and Education Department will be informed of the same;
- d. For payment plans, parent(s) and/or caregiver(s) responsibility is to have a sufficiently clear amount in their nominated financial institution to avoid any issues occurring due to funds unavailability. Still, if in case it happens, a \$25 penalty will be applied and may follow the consequences, including the termination of payment plan and/or enrolment.
- e. Involvement of Debt Collection Agency
 - i. On rare occasions, parent(s) and/or caregiver(s) fail to pay their account, do not respond to reminder notices, and do not contact the School to make alternative arrangements by the *end*



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- of week four.* In these instances, the School is forced to consider engaging the School's appointed debt collection agency's services and may involve the instigation of legal action.
- ii. The matter then effectively passes out of the School's control, and all negotiations for payment must then be made with the debt collection agency. The parent's/carer's credit rating may also be affected and listed as a default account with Veda Advantage, Australia's largest credit reference agency.
 - iii. Parents will be responsible for any costs incurred by the commission on the agency's collection amount or for legal action.

1.10. Tuition fee refunds for students withdrawing from the School

Parents and/or caregiver(s) may apply for a refund of Tuition Fees paid in advance when students are withdrawn from the AICS, relative to the date of enrolment ceasing.

The following guidelines apply to the refund of tuition fees:

- a. Written notification of a student's withdrawal from AICS is to be provided to the Administration Manager at least a term before or as soon as possible.
- b. Refunds apply to the Tuition Fee component of school fees only.
- c. Parent(s) and/or caregiver(s) are required to make a written application to the School Finance department for a refund of Tuition Fees paid in advance of enrolment ceasing.
- d. Tuition Fees equivalent to the term in which the withdrawn application is lodged will not be refunded.

Responsibilities:

The School Board is responsible for:

- a. Revision of the School Fees set at such a level that Islamic education is accessible to all Muslim families.
- b. Establishment of clear school fees policy for AICS
- c. Advising and supporting the School concerning the implementation of the school fees policy
- d. Supporting school CEO with the school's financial management and annual review of the school budgets, particularly in school fee levels.

The AICS CEO is responsible for:

- a. Ensuring the School Fee Policy is implemented fairly and respectfully.
- b. Advising and supporting school staff with the implementation of the school fees policy.
- c. Exercising oversight of the school fees process, including collecting outstanding fees and the review of debtors.

The Governance Manager will be responsible for:

- a. Ensuring that this policy and the relating procedure is applied to all AICS students, parent(s) and/or caregiver(s), and staff.
- b. Providing parent(s) and/or caregiver(s) clear information about all school fees and other charges.
- c. Responding to any concerns raised by parents and/or caregiver(s) in relation to school fee matters.
- d. Principal, and Head of Schools will be responsible for implementing and monitoring this policy.

Parent(s) and/or caregiver(s) are responsible for:

- a. Paying school fees in accordance with the AICS School Fee Policy, processes, and practices.



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Implementation

This policy will be implemented throughout the AICS via:

- a. An announcement email will be sent to all parent(s) and/or caregiver(s)
- b. The policy will be included in AICS Enrolment application
- c. Policy and forms will be uploaded on the AICS website for parents and on 'AICS SharePoint', intranet portal for staff.
- d. Training sessions shall be conducted to raise awareness among related employees.

Consequence of Policy

Any parent(s) and/or caregiver(s) or staff member bound by this policy who intentionally and/or knowingly violates this policy may face action deemed fit by the Management of Australian Islamic College of Sydney.

Exception to the Policy

The Governance Manager must approve exceptions to a policy with review by the AICS Management. In each case, the requestor must include such items as the need for the exception, the scope and extent of the exception, the safeguards to be implemented to mitigate risks, specific timeframe for the exemption, the organisation requesting the exception, and the management approval.

Associated Documents

Australian Education Act 2013

Australian Education Regulation 2013

Education Act 1990 (NSW)

NSW Government Not-for-profit Guidelines for Non-Government Schools

AICS Enrolment Policy

AICS Privacy Policy

AICS Scholarship and Awards Policy

Customer Consent Information for Schools

Fee Schedule