

DECEMBER 2021
STEWARDSHIP

Fee Policy

(Previously known as fee billing and collection policy)

PREAMBLE

Who this Policy applies to

All employees within the NT Christian Schools organisation

1. Summary

- 1.1 NT Christian Schools is committed to supporting parents in the nurturing of their children and promotion of a strong partnership between parents and staff in each of its school communities.
- 1.2 As a Not for profit organisation, NT Christian Schools sets its fees to maximise the opportunity for all children to attend NT Christian Schools, while still seeking to provide sustainable quality education for the current and future student community,
- 1.3 NT Christian Schools seeks to be fair to all in our community in applying this policy, providing equity in opportunity and consistency in application and processing of fees.

2. Related Policies and Forms

- a) Stewardship Policy
- b) Application for Fee Assistance

3. Commencement of Policy

- 3.1 This policy will commence from December 2021. It replaces all other Fee Policies (or derivations therein) of NT Christian Schools (whether written or not).

4 Guiding Principles

- 4.1 NT Christian Schools is responsible for the establishment and direction of schools in providing high quality education based on a Christian perspective.
- 4.2 NT Christian Schools is incorporated as a not for profit organisation under the Corporations Act.
- 4.3 NT Christian Schools has the view that no parent should be precluded from sending their children to NT Christian Schools because of inability to pay the prescribed fees. Fees have been set at the lowest possible level required to provide the necessary resources to sustainably carry out the business of providing quality education from a Christian perspective.

- 4.4** In order to achieve this the company operates on constrained budgets, which rely on receiving income from school fees on time in order to provide the necessary cash flow to resource and operate its schools. Any delays in receiving budgeted fee income impacts ability to carry out stated objectives. Parents are therefore expected to pay their fees when they fall due.
- 4.5** If an individual school holds a similar policy to that of NT Christian Schools, and any inconsistencies between the NT Christian School policy and an individual school's policy or policies exist, the NT Christian School policy takes precedence.

POLICY

5 School fees and charges

- 5.1** Fee levels are set annually in conjunction with the budget. Fees are detailed in the Schedule of Fees normally issued by term 4 and remain in force for the following year.
- 5.2** As specified in the agreement signed with the school, fees are invoiced for the year, and are payable according to the agreed payment plan. Parents therefore have a legal and moral obligation for the payment of their fees.

6. Fee Assistance

- 6.1** NT Christian Schools believes that any family which genuinely desires a Christian education should not have enrolments jeopardised due to financial hardship.
- 6.2** NT Christian Schools demonstrates its commitment to families by its willingness to subsidise part of the cost of educating children for families which are experiencing significant hardship.
- 6.3** Subsidies do not apply to extracurricular or other discretionary expenses, or working bee levies.
- 6.4** Fee Assistance agreements are to be in writing and are valid until the end of the calendar year, subject to no changes in the family income. NT Christian Schools are to be advised of any changes to income, at which time the agreement may be reviewed.
- 6.5** A new application needs to be made at the start of each year. Receiving assistance in any one year does not guarantee assistance will be provided in a subsequent year.
- 6.6** Families must commit to a regular payment plan with direct debit authority for their agreed contribution.

7. Withdrawal of students

- 7.1** Parents are required to give written notice to the school if a student is to be withdrawn from the school. Under normal circumstances at least one term's notice in writing is requested if a student is to be withdrawn. This assists the school in planning and offering places to those on the waiting list.

8. Change in guardianship or the relationship between parents

- 8.1 Parents must inform the principal if there is a change in guardianship or the relationship of parents with each other in writing (e.g. divorce or separation). Unless otherwise directed the school will require that a new agreement be signed by the person who is to assume responsibility for paying the school fees.

PROCEDURE

9 Payment of Accounts

- 9.1 School fee statements are issued quarterly at the commencement of the term each year.
- 9.2 All school fees are payable within 14 days of issue.
- 9.3 Overdue accounts will not be tolerated. Communication is to commence as early as possible to arrange fee assistance or deferred payment arrangements as appropriate.
- 9.4 Deferred payment arrangements must be approved by the school principal or delegate. Fees will be treated as overdue if not paid within the agreed arrangement.
- 9.5 Where school fees remain unpaid for more than one term and no special arrangements have been made, appropriate recovery action will result.

10. Fee Collection

- 10.1 Outstanding debts are to be followed up within 14 days by telephone, with confirmation in writing to follow as soon as possible.
- 10.2 If fees remain unpaid, or a repayment arrangement is not established, debtors are to be contacted in writing.
- 10.3 If a payment is not received within 14 days of the date of the reminder letter, the outstanding debt is to be regarded as in arrears and the matter is to be escalated to the Systems Office for collection, who will refer the matter to a collection agency when appropriate.

Issued by:	NT Christian Schools
Approved by:	Board – December 2021
Version:	V.2
Review date:	December 2024

NT Christian Schools is committed to achieving and maintaining workable solutions for your school. We may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any NT Christian Schools member or staff member who wishes to make any comment about this policy may forward their suggestions to the CEO.