



F005	Educational Fees Policy
Purpose	To provide the current annual educational fees parents are required to pay for student and show the procedure for determining the fees.
Authority	Constitution 13(a)
Policy	The school charges annual educational fees for resources, textual material, camps and other education related expenses.
Delegation	Management, Finance
Related Policies	
Date approved	November 2011; April 2013; January 2020
Next Review Due	November 2022
Review Authority	Management, Finance
Keywords	Tuition Fees, Resource Fees, Excursions, Camps
Authorised by: Board Chairman	
Date:	
Author/Reviewer:	Bryant de Vos – January 2020



F005

Educational Fees Procedure

Parents or guardians who have children at school are provided invoices to cover educational expenses, including camp and transport.

The procedure is as follows:

1. The Finance committee determines the fees for the year at its preceding November meeting.

The Finance committee can propose to alter the fees as required providing the annual increase does not exceed CPI. The fees can be reviewed every 3 years.

2. The fees may cover the following expenses:

- a. Excursions

The total cost for each student

- b. Copyright/photocopy/textbooks PS

- c. Resource fees per student

Charges for each student will be pro rata for items b and c.

Full time students (PP-6) will receive an invoice for 100% of the amount.

Part time students are to be charge pro rata; their fee, and that of Kindergarten students, is calculated as follows:

Average enrolment during the year in FTE * number of terms/4 * fee,
e.g. 0.3FTE * 3 terms * fee.

- d. Miscellaneous School Camps
- e. Copyright / photocopy HS
- f. Secondary Subject Tuition fees Yrs. 7-10
- g. Individual text book as required
- h. Annual Camp fees – Yr 6 - Perth, Yr 9 – Warrdagga; Yr 10 - Canberra

Individual charges will apply to each camp:

Yr 6 Camp - \$120.00

Yr 9 Camp - \$120.00

Yr 10 Camp - \$250.00



Education Program Allowance:

Low income earning parents who have a Centrelink card and children in years 7-12 may apply for an Education Program Allowance. Eligible parents are to show their card and fill in a form at JCSA Reception.

The allowance will be put towards the invoice amount for the parents. If the invoice is in credit, this credit is to be transferred to the JCSA school fees once the allowance has been received from the Department.

Enrolments/ school leavers

Parents of students who are enrolled during the year are to receive an invoice after they have enrolled their children. The amounts are to be adjusted based on the time of year their children are enrolled.

Parents of students who leave school during the year may apply for a credit/ reimbursement of their school fees. See below the table showing the percentages.

Enrolment during the school year/ leave school during the school year.	New Enrolment Percentage of fee to be invoiced ¹	School Leaver Credit to be given ¹
Term 1	100%	70%
Term 2	80%	45%
Term 3	60%	0%
Term 4	35%	0%

¹) Amounts will be rounded down to the nearest \$5

Payments

a. Payment Schedule:

The following payment schedule applies:

i. Invoice items a, b, c, e, f, g:

- * 50% of invoice amount to be paid by end of Term 1
- * 75% of invoice amount to be paid by end of Term 2
- * 100% of invoice amount to be paid by end of Term 3

ii. Invoice item d:

4 weeks before start of camp

iii. Invoice item h:

Same payment arrangement as point i.

b. Payment arrangements

Parents who foresee payment problems or who cannot pay before the due date are to be encouraged to contact the Bursar as soon as possible, preferably in writing. The request for a delayed payment schedule is to include a proposal on how, by whom and when the outstanding payments will be paid.

c. Late payments

Outstanding amounts are to be provided in a follow up statement along with a request to pay the outstanding amount.



John Calvin School Albany

A School with the Bible

9 Beaufort Rd
YAKAMIA WA 6330
Tel: (08) 9841 3840

If the payment schedule is not met and no agreements have been made, the Bursar will inform the Principal. The following actions may be taken:

- Report card withheld
- No access to camp
- No access to school
- No graduation

Handbook

The fees structure as well as payment schedules and consequences of not paying are to be posted onto the school's website.