

Springfield

2 Goods & services tax (GST)

Goods & Services Tax (GST) on prescribed taxable supplies is required to be added to applicable fees and levies in accordance with current Australian Taxation Office rulings.

3 Debt collection of fees

3.1 Fees in arrears – current parents

A student shall not be allowed to commence a new term at the College if the fees for the previous term have not been paid and an extension of time for payment has not been entered into.

3.2 Service fees – overdue accounts

To encourage payment of school fees by the due date and to reimburse the College for additional administration costs when fees are overdue, a service fee, as approved by College Council, may be charged if school fees accounts are not paid by the due date each term, excepting where arrangements for payment of school fees has been made (and these arrangements are honoured).

3.3 Fees in arrears – past parents

If the College is unable to obtain payment of a past parent's fees account by the normal College debt collection process and, subsequently, by the engagement of a reputable debt collection agency, then, at the discretion of the Head of College through the Springfield Principal, legal action shall be taken by the College to recover the debt.

3.4 Costs of recovery

The cost of recovery of outstanding fees and levies is to be borne by the debtor.

4 Discount of fees paid in full at the commencement of the school year

A fees schedule shall be issued no later than December each year notifying parents of the due dates for payment of fees and levies for the following year.

A discount determined by the College Council shall be granted to parents who pay the full year's fees in advance by the date nominated on the Fees Notice. Otherwise, fees shall be due and payable by the due dates as set out on the published Fees Schedule each year.

5 Fee concessions

Concessions apply to tuition fees but do not apply to other fees (including levies, enrolment fees, uniforms, textbooks or other fees).

5.1 Means-tested fees concessions

The acceptance by parents of a place offered at St Peters Lutheran College assumes the ability to pay full fees.

In cases of financial hardship the College may consider offering a concession on Tuition fees. Concession applications are accepted when the hardship within the family occurs and are reviewed each year.

Means-tested fees concessions do not apply to levies or other charges.

Concessions on fees are not ongoing and applications must be resubmitted by the end of Term 3 for the commencement of the new school year.

To ensure financially disadvantaged families are given the opportunity to continue to educate their children at the College, parents who because of financial hardship consider that they cannot meet full payment of fees, can submit an application for a Means-Tested Fees Concession on tuition fees. Each application will be dealt with discreetly and in the strictest confidence. Application forms are available from the Financial Services Department.

The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay, and the constraints of the College Budget.

If a fee concession is granted, it is essential that this commitment is honoured in full and on time. If family circumstances change the College must be informed.

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5.2 Springfield Principal concession

This covers concessions for students who do not fit into the scholarships or means tested concession categories, e.g. where a family may be eligible for means tested concession but due to tragic circumstances the College chooses to offer immediate relief with review by the end of the current year for eligibility in another category.

Springfield Principal concessions are generally for no longer than one year, and application needs to be made to the Springfield Principal directly.

- i. **Special consideration - Financial hardship**
Where a family may not be eligible for means tested concession but due to tragic circumstances the College chooses to offer immediate relief with review by the end of the current year for eligibility in another category. These concessions are generally for no longer than one year, and application needs to be made to the Springfield Principal directly.
- ii. **Special consideration - General**
Awarded to secondary school students who would derive great benefit from a St Peters education but without the financial assistance of partially waived fees would be otherwise unable to attend, offered to students who are talented all-rounders with a special contribution to make in the sporting, academic, musical, artistic or cultural arenas (but do not meet the strict guidelines of the scholarships programs). They should be willing to become constructive and involved members of the St Peters community, participating fully in all aspects of school life.

These applicants should be making sound academic progress in their schooling. Springfield Principal concessions are granted following an interview with the Principal.

This concession covers part of the tuition fees for Years 7 to 12, subject to annual review of the student's all-round performance and active involvement in school life and the family's ongoing financial position. Following the initial needs-based assessment, subsequent applications will not be necessary, unless changes of circumstances occur. It is the parents' responsibility to advise the College of any significant change in personal or family circumstances. Should these changes be beneficial, it would obviously be inequitable, in terms of other parents, that the concession arrangement should be sustained without review. Should the change be detrimental, reconsideration of the level of assistance in the light of additional hardship can be referred to the Springfield Principal.

5.3 Clergy concessions

5.3.1 Lutheran clergy

Lutheran clergy concessions for Lutheran pastors with children at the College will be negotiated upon appointment by the Springfield Principal. No additional concessions will be granted.

5.3.2 Non-Lutheran clergy

Non-Lutheran clergy may apply for a means-tested concession. The Springfield Principal has final discretion on awarding this concession.

5.4 Sibling concession

The following sibling discount applies to St Peters Springfield from January 2012:

- 1st child No discount on tuition fees
- 2nd child 5% discount on tuition fees
- 3rd child 10% discount on tuition fees
- 4th child 50% discount on tuition fees

This discount applies only to students within the immediate family who are currently attending St Peters Lutheran College Springfield, Prep to Year 12. This discount does not apply to children attending St Peters Indooroopilly.

This benefit is not retrospective.

5.5 Staff concession for children of staff

St Peters Lutheran College offers employees who enrol their children at the College in which they serve, a concession to fees as reciprocation for their trust (subject to 5.6.1 below). Enrolling their own children in the College is a clear acknowledgment of confidence in the educational environment that they have a part in creating and maintaining.

People & Culture staff shall inform new staff members, through the induction process, of the existence of the school fees concession for St Peters Lutheran College employees. New staff members who have a child/children commencing / continuing as a student at St Peters may be eligible for the concession.

For the purposes of this policy, a 'child' is defined as a child of the staff member or of his/her residential partner. Where staff concession is sought for any relationship outside this definition, approval must be given by the Head of College through the Springfield Principal. The Springfield Principal will notify the Finance Manager in writing of the approval.

Applications must be made in writing to the Financial Services Department via the form FM002/P01 Application for School Fees Concession - Staff. Application forms will be supplied by the Financial Services Department to continuing staff in October each year and to new staff on request. A fresh application must be made each new school year and received by the Financial Services Department:

- for continuing staff, by 31 October of the year preceding the application year; or
- for new staff, within one month of commencement.

The application is the responsibility of the staff member and fees discounts will not be applied until a valid application is processed.

In the case of a declined application where the staff member believes that the determinations of the Financial Services staff are in some way erroneous, an appeal may be made in writing to the Finance Manager.

Where two family members work at St Peters, only one staff concession will apply per student.

Where a staff member commences employment during the school term and seeks a staff concession, this concession will commence from the start of the next full term.

The Staff Concession is only applicable to children enrolled at Springfield where the member of staff is employed.

5.5.1 Eligibility

Where a staff member has signed an Enrolment Contract, a concession (referred to as "staff concession") on tuition fees shall be granted for students who are children of:

- permanent full-time staff – eligible for a full percentage entitlement to the staff concession for that part of the year when they are employed on a full-time basis
- permanent part-time staff – eligible for a pro rata entitlement to the staff concession. The actual percentage entitlement to the staff concession for part-time staff shall be calculated by taking a multiple of their annual pro rata percentage of a full-time equivalent (FTE) salary and the full percentage entitlement to the staff concession.
- staff who are under contract for six months or more – note the amount of the concession will be subject to the conditions for permanent full-time and part-time staff above.

Staff concession does not apply to levies.

Casual staff, or contractors who are under contract for less than six months, will not be eligible for the staff concession.

Where change in employment status occurs during the year, a change to the concession rate will be applied from the school term following the date of the change in status.

The staff concession will cease when the staff member is no longer employed with St Peters.

The current concession applying to school fees for children of full-time staff members employed as such for a full year shall be 25% of tuition fees.

5.5.2 Possible variation

This concession is offered on a year-to-year basis and is dependent on a number of strategic considerations. The College makes no guarantee that this will be extended every year, but undertakes to provide notice by the end of the school year when this scheme may not be viable or when the percentage of the discount is varied.

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5.5.3 Notification of concession

Should there be a discontinuation or variation to the staff concession, the Head of College through the Springfield Principal will notify the staff accordingly in writing in the preceding year. Where the concession has been discontinued then fully or partially reinstated, staff will be notified in writing by the Head of College through the Springfield Principal.

5.5.4 Payment of fees

Payment for staff concession tuition fees may be by payment in full by the due date each year, term, or by deduction from salary. All other costs charged to the staff member's school debtor account will be reimbursed to the College at the end of each term. Variations to these rules may be granted under exceptional circumstance and formally approved by the Principal.

5.5.5 Outstanding amounts

To enable staff to be eligible for a staff concession the following year, all fees, levies and charges detailed on the Term 4 account in October each year must be paid in full by the last day of school.

Miscellaneous charges on the term 4 statement must be paid on the due date of the end of year account.

Exceptions to this policy will be in special circumstances only and formally approved by the Principal.

5.6 Principal discretion

The Head of College through the Springfield Principal has discretion to grant a concession rate which is different to the rates stated in this policy.

6 Scholarships

A concession of tuition fees is available to qualifying students for academic and general excellence scholarships. Refer to [Scholarship Guidelines](#) for further information.

7 Refund of fees

All applications for a full or partial refund of fees should be made in writing by the person who has a signed agreement with the College to the Principal for referral to the Financial Services Department and the Principal. Financial Services should receive the refund application within seven days of either the student's agreed starting date or the withdrawal date of the student.

Payment of any refund due will be made within four weeks of receiving the written application for refund. If a refund is due, but no written application is received within two months of the agreed starting date or withdrawal date of the student, a cheque for the amount owing in Australian currency will be sent to the person who has a signed agreement with the College, at their last known address.

If there are exceptional circumstances for a student's failure to start at the agreed starting date or withdrawal from the College, a written explanation of the circumstances with supporting documentary evidence (if applicable) should be made to Financial Services for referral to the Head of College through the Springfield Principal. Each individual case will be decided on merit.

Unless there are approved exceptional circumstances, course money paid to the College will be refunded in the following manner:

7.1 Refund due to delayed start to studies

If a student does not start at the College on the agreed date:

- When one term's notice of cancellation has been received:
 - any transaction fees associated with transfer of funds will be deducted;
 - 100% of the tuition fees and levies for the current semester will be refunded;
 - 100% of any advance payment of tuition fees and levies or tuition fees, levies and boarding fees for future semester/s will be refunded; and
 - the enrolment application fee and enrolment confirmation fee will not be refunded.
- When less than one term's notice of cancellation has been received:
 - 50% of the tuition fees and levies for the current semester will be refunded;
 - 100% of any advance payment of tuition fees and levies or tuition fees, levies and boarding fees for future semester/s will be refunded. Additionally, the amount of discount allowed by the College in paying the full year's tuition fees and levies or tuition fees, levies and boarding fees in advance by the first day of the first semester shall be deducted from the amount refunded on a pro-rata basis; and
 - the enrolment application fee and enrolment confirmation fee will not be refunded.

7.2 Refund due to withdrawal from the College

If a student withdraws from the College before the completion date:

- Tuition fees and levies or tuition fees, levies and boarding fees paid in advance of the current semester will only be refunded if a half semester's (three month's) notice has been given, otherwise 50% of the semester's tuition fees and levies or tuition fees, levies and boarding fees will be deducted from the amount in balance for tuition fees and levies or tuition fees, levies and boarding fees in lieu of notice. Additionally, the amount of discount allowed by the College in paying the full year's tuition fees and levies or tuition fees, levies and boarding fees in advance by the first day of the first semester shall be deducted from the amount refunded on a pro-rata basis; and
- The application fee and enrolment confirmation fee will not be refunded.

7.3 General

All refunds will be paid directly, and only to the person with whom the College has a signed agreement, unless written advice to do otherwise is received from this person.

This agreement and the availability of complaints and appeals processes do not remove the right of the student to take further action under Australia's consumer protection laws.

It is an enrolment condition of the College that all College policies including the refund policy be fully understood by the person signing an agreement with the College, prior to signing the agreement.