



## Fees Policy

Review Date: June 2025

Next Review: June 2028

Lakeside College Fees Policy

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## Introduction

### Fees Policy

Current version:	2.0
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## Rationale

Lakeside College (the College) commits to keeping school fees at manageable levels in order to ensure that no family is denied an education at the College for financial reasons alone.

Fee levels are set by the College Board according to the College's required income, in order to provide a quality education. The College Board will establish fees and fee collection practices that are consistent with access and equity priorities.

This policy aims to:

- inform families of the principles and guidelines which govern the collection of school fees and related charges and the provision for negotiated arrangements if families' financial circumstances change
- assist parents to meet their financial obligations to support their child's learning
- minimise the level of outstanding fees
- ensure financial circumstances are not a barrier to enrolment at the College

## Implementation

### *Fee Setting*

The College Board is obliged to set fees taking into account external funding situation, College need and the ability of the families to pay. Fees and their payment are discussed with parents at the time of enrolment. Relevant fee policies and guidelines are available upon request.

The College currently operates an 'all inclusive' fee structure which sees parents not bear any additional fees or levies for the following:

- Camps
- Excursions
- Incursions
- Sporting events
- Take home device (Years 7 – 9)
- Stationery and Books (Years Prep to 6)

The College Board will endeavor to finalise the fee structure for the following year by the end of Term 3. Additional Fees will be charged to all overseas students who are not eligible for the usual Government funding.

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### *Payment of fees during long term absence*

Unless extraordinary circumstances exist to satisfy the College Principal, the College will require families taking long term absence to pay term fees as usual. This is required as the College has budgeted and staffed for full attendance and cannot recoup this loss during the absence of the students.

### *Financial assistance*

It is the accepted obligation of the parents of students attending the College to initially ensure that they are of sufficient financial standing to support the fee structure specified at the time an application is made. However, the Principal will consider any request for fee concessions for families who are experiencing temporary or ongoing financial hardship. The outcome of such requests will be advised in writing and will take into account the following:

- Nature of hardship,
- Length of hardship,
- The College's financial position,
- The family's financial position
- A family's willingness to do their best to meet their financial obligations,
- A family's willingness to place the payment of the College's fee equal or higher priority to other family commitments to reflect the importance placed on their children's education,
- A family's willingness to support the College ethos and College policies at all times. • Families with a valid concession card (such as a Health Care Card) and are eligible for Camps, Sport & Excursion Funding (CSEF) from the State Government, will be eligible for Fee assistance of up to 60%.

### *Discounts*

A fee concession for early payment of fees is available. Please refer to the annual Schedule of Fees available on our website.

### *Scholarships*

The College offers scholarships at the discretion of the Principal within appropriate budget guidelines. *Fee Collection*

The whole year's school fees will be payable at the start of the school year and a statement of fees will be provided to each parent before the commencement of each term.

If payment in full is not possible the College strongly encourages all families to enter into a payment plan by way of direct debit, bank transfer or similar, to ensure the whole year's fees are paid within the school year.

Parents/guardians are responsible for:

- paying their statement of fees as soon as possible after fees are charged, or, in full by the end of the school year by arrangement,
- negotiating a payment plan, where fees are paid in instalments, directly with the College Finance

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- communicating to the College Finance staff any changes in financial circumstances or contact details, or if fees cannot be paid in full by the above-mentioned due date.

For split families, the responsibility for paying tuition fees will remain with both parents jointly and severally, and tuition fee accounts will not be split among parents.

Full year fees, including any outstanding fees, should be finalised no later than November of the current year. If, due to changes in circumstances, families are unable to finalise their fees by this date, they are required to contact the College to discuss their situation, and negotiate an arrangement to finalise their fees.

The College will regularly communicate with families regarding upcoming school fees and any fees outstanding. financial counselling and other support will be offered to assist any family in need. The College will do its utmost to ensure that families do not find themselves in a situation of being severely behind in payment of fees.

However, if a family has an outstanding debt, and an agreed payment plan is not adhered to, those families may have their children's enrolment withdrawn.

When a family has a debt significantly in arrears, their children will not be eligible to participate in optional extra-curricular activities.

#### *Debt management principles*

- The College has committed to maintaining College fees at manageable level in order to ensure that no family is denied an education at Lakeside College for financial reasons alone
- Every family at the College is required to contribute to the cost of education of their children, to the best of their ability
- When a family is unable to pay their fee debt by the end of the school year, the fee debt will be considered to be in arrears and the College must be contacted to be advised how the arrears will be cleared.
- Where debt collection agencies are engaged, their actions in recouping the debt will be in keeping with the College values, and the cost associated with debt collection will be added to the family fee account. • Repayment plans must be tenable. The plan must keep a family headed towards a zero debt before family leaves the College.

#### *Communication with the School Community*

The College will ensure that:

- Fee policies and related documentation are easily accessible.
- The College's communication strategy includes regular reviews of strategies for the communication of its fee policy.

#### **Review**

This policy will be reviewed triennially.