1. Introduction

1.1 Good Shepherd Lutheran College is a Christian Co-Educational P-12 of the Lutheran Church of Australia, Queensland District. Admission is, however, open to all who accept the principles and policies on which it operates.

2. Level of College Fees and Charges

2.1 College Fees are set by the College Council from time to time with any changes being notified to Parent(s)/Guardian(s) in advance.

2.2 The level of College Fees at any one time is available upon enquiry of the Business Office.

2.3 All foreseeable fees and charges have been included in the Resource Levy, however, from time to time other specific items may be charged to student fees as well such as laptop hire charges, ICT Levies, Individual and Group Music Lesson charges and after-school activities.

3. Issuing Accounts

3.1 College Fee Statements (Tax Invoice) are issued on four occasions throughout the school year as follows:-

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Issued January</th>
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</thead>
<tbody>
<tr>
<td>Term 2</td>
<td>Issued March/April</td>
</tr>
<tr>
<td>Term 3</td>
<td>Issued June</td>
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<tr>
<td>Term 4</td>
<td>Issued September</td>
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4. Payment of Fees

4.1 All College Fees are due on the first Friday of the new term unless prior satisfactory arrangements for payment are entered into with the College.

4.2 A discount will be granted to parents who pay the full year’s College fees by the due date as set out on the annual Fees Schedule.

4.3 A service fee expressed as a dollar amount (to cover additional administration costs) will be charged to parents if College Fees are not paid by the due date each term.

4.4 Post-dated Cheques

4.4.1 Good Shepherd Lutheran College will not accept post-dated (or floated) cheques in satisfaction for any debt or for any other reason as a means of payment;

4.4.2 The College will take no responsibility for inadvertently receipting post-dated cheques which are subsequently dishonoured, regardless of whether or not the College has been requested in writing to receipt that payment at a later date;

4.4.3 Any dishonour fees which are incurred by payers as a result of presenting the College with a post-dated cheque will not be reimbursed by the College regardless of the circumstances surrounding the cheque or its receipt.
5. **Action on Overdue Accounts**

5.1 The College Council have determined that the College will review a student’s enrolment whose fees are unpaid except where special arrangements for payment have been agreed to in writing.

5.2 One (1) week after the due date for payment of fees the Business Office will issue account rendered letter. Upon receipt of this reminder, payment is requested by return.

5.3 A student shall not be allowed to commence a new term at the College if the College fees for the previous term have not been paid and an extension of time for payment has not been entered into. The College may terminate the enrolment of a student if College fees remain unpaid at the end of the term for which the fees are due. Further, appropriate recovery action will be commenced. Parent(s)/Guardian(s) will be billed for debt collection fees as established between the College and the Commercial Agent.

5.4 The College reserves the right to withhold College reports and references if fees remain unpaid at the end of the term to which they relate.

6. **Arrangements for Deferred Payments**

6.1 The College (through the Principal or the Business Office) may be approached by Parent(s)/Guardian(s) of students if the College Fees cannot be met by the due date for payment. These requests will be treated confidentially on a case by case basis and depending on the circumstances of each case, the College may agree to fees being paid by instalments or by deferral for a period of time. Normally it will be expected that fees will be paid in full by the end of the term to which they relate.

6.2 The Business Office will maintain a confidential file in respect to each account for which special deferred arrangements have been entered into so as to monitor the situation.

6.3 Accounts which are not maintained in a manner agreed upon by the College will be regarded as being out of order and will be subject to the special provisions of Clauses 5.2 and 5.3 of this Credit Policy.

6.4 If the situation facing the Parent(s)/Guardian(s) changes such that they are able to meet the normal requirements of the College in relation to the payment of school fees, then the Parent(s)/Guardian(s) must inform the College of the change in their situation.

7. **Fees Remissions**

7.1 The Principal and the Business Manager have the discretion to grant a fee concession on a financial needs basis. Requests will be dealt with on a confidential case by case basis according to the procedure outlined below. It is the policy of the College Council that this procedure be followed. Neither the Principal nor the Business Manager has authority to deviate from this procedure without the express consent of the College Council.

7.1.1 The initial request by the Parent(s)/Guardians(s) can be made in writing or by telephoning the Principal or the Business Manager.

7.1.2 The Principal shall refer any requests received by him/her to the Business Office. The Business Office will issue a form of request for fee concession to the Parent(s)/Guardian(s) which must be completed and signed by them. The form will require Parents(s)/Guardian(s) to make a statement of their financial affairs.

7.1.3 The Application Form will be returned to the Business Manager. The Principal and/or the Business Manager will consider the request and notify the Parent(s)/Guardian(s) of the decision as to whether or not the request has been granted and if so, to what extent. *Maximum level of fee assistance will be not greater than 50% percent of Tuition fees.*
8. Change in the Relationship between Parent(s)/Guardian(s)

8.1 Parent(s)/Guardian(s) must inform the Principal or the Head of the School if there is a change in their relationship with each other since signing the Enrolment Contract (e.g. divorce or separation). Unless otherwise directed, the Principal will require that a new Enrolment Contract be completed by the person who is to assume the obligation of paying College Fees.

8.2. All information given to the Principal will be treated in the strictest confidence.

9. Withdrawal of a Student

9.1 When a student is to be withdrawn from the College or if an enrolment is to be cancelled, parents/guardians are required to give the one term’s notice, in writing, before the withdrawal or cancellation date. Parents/guardians who do not give such a period of notice will be liable to pay the college a term’s fees in lieu of notice.

9.2 Where a parent/guardian withdraws their child/children for any period of time, they shall continue to be liable for any school fees or charges payable during that billing period due to the fact that the College is compelled to hold a place for them. The only alternative to this shall be unenrolling their child/children in which case all of the terms and conditions of this policy pertaining to that matter shall apply.

9.3 The student bond shall only be returned to the credit/guardian when all conditions of the enrolment contract have been met and when all College property has been returned to the College (including, but not limited to college-owned laptops, hire books, library books etc.)

9.4 With reference to 9.1 to 9.3 above, the principal may exercise a discretion on a case by case basis not to enforce these clauses. Such authority may not be delegated to any other staff member. At all such times when this discretion is exercised, the principal shall advise College Council

10. Responsibility for Payment of Accounts

10.1 It is expected that where there are more than one parent or guardian of the student at the time of enrolment, that all parties will sign the enrolment contract and have that signature witnessed on the enrolment contract.

10.2 It is understood that all parties to the enrolment contract shall be jointly and severally liable for payment of all fees and charges levied by the College from time to time.

10.3 Notwithstanding that one or other of a Parent(s)/Guardian(s) assumes responsibility for payment of fees, the College views this as an arrangement between the Parent(s)/Guardian(s) only and reserves the right to recover outstanding fees from another Parent(s)/Guardian(s) should any reasonable attempts to collect payment not be successful.

10.4 During any period in which a student is absent from the College, the parent(s)/guardian(s) will continue to be liable for the fees and other charges payable.

Adopted by the College Council on the 17 April 2010

Signed: Chris Roche
Chair