Fees Policy

Rationale

Tuition fees supplement the money that we receive from the State and Commonwealth Governments. These fees provide for educational costs in meeting the child’s tuition for the year.

Aim

Navigator College aims to have a School Fee that is set at such a level as to enable as many families as possible in the community to be able to enrol their children. To this end Navigator has put in place a number of schemes to assist families’ fee affordability.

Implementation

• **Application for Enrolment**

  Completed Enrolment Application forms submitted prior to the year the student commences school must be accompanied by a $25.00 application fee. The fee is to cover administration costs involved in processing the application. This fee is non-refundable.

• **Enrolment Deposit**

  Should the College offer an enrolment there will be due a deposit fee of $100.00 to confirm this enrolment. This deposit is required within the 12 months prior to the child starting school and is redeemable off the student’s first term’s fees.

• **The Basic School Fee**

  This fee includes a basic Tuition fee, and a Composite fee to cover various sundry items, such as stationery items, visiting performances and local excursions. The College will from time to time charge separately for items such as competitions, camps and major excursions. All families will be required to complete a **Fee Payment Plan** prior to the billing of fees indicating the method of payment.

• **Family Concessions**

  For families with more than one student concurrently enrolled at the College family concessions apply.

• **School Card Concession**

  Students who qualify for the Government School Card Scheme, based upon the parents’ income, receive a tuition fee remission of $400.00 to support their school fees.

• **Fee Remissions**

  Fee remission rates are determined by School Council to meet specific needs as follows:

  o **Siblings**

    A discount rate applied for each subsequent child in a family in attendance at the same time. The rate is detailed in the current year’s Fee Schedule.

  o **Hardship Subsidies**

    As a Christian school, we have had a long-standing policy that no child will be denied a Christian Education due to hardship. An indeterminate number of subsidies based on financial needs can be allocated annually. Parents/guardians wishing to have their fees subsidised in any year are required to have a personal interview with the Business Manager and Principal. Criteria will be based on unexpected and unforeseen hardship, job
loss or any other temporary hardship. If a family already receives school card and a hardship subsidy but
cannot afford the reduced fees, steps will need to be taken to ascertain the eligibility for a further subsidy. All
school families, regardless of School Card eligibility are entitled to apply.

- **School Card Students**
The School Card Scheme is administered by the Education Department and provides financial assistance
towards the cost of education expenses for full time school students of low-income families. Discounts for
eligible families will be deducted from the tuition fee.
All information provided by families in these forms will be held in the strictest confidence by the College.

- **Building Fund**
All families are encouraged to make voluntary payments to the Lutheran Laypeople’s League (L.L.L.)
School's Building Fund and designated for the ‘**Navigator College Building Fund**’ to assist with the
repayment of the loans taken out to build the college. All donations of $2.00 or more are an allowable
taxation deduction and a receipt will be issued by the L.L.L.

- **Payment**
Payment options are by cash, cheque, credit card and direct debit.

- **Music Tuition**
Instrumental lessons may be available to students at the College on an individual or group lesson basis.
The College will arrange for suitably qualified teachers to provide such lessons as per availability. All fees
associated with such tuition, which is not part of the formal college curriculum, are to be paid directly to the
teacher(s) concerned.

- **Termination of Enrolment**
As per College policy, we require a minimum of one term's notice in writing to the Principal of a termination
of enrolment. If such notice is not given the applicable tuition fees will be charged.

Payment of arrears shall be at least on a monthly basis. In cases where reminder notices are persistently
ignored and no arrangements to meet the arrears are entered into, legal action may be taken to recover the
amount outstanding.

- **Legal Proceedings**
The School as a member of the Lutheran Schools Association (LSA) has access to a debt collection service.
The LSA currently have an agreement with National Credit Management Limited.
The process used by NCML is as follows:
- Final demand sent with reply paid envelope.
- If debtor does not respond, telephone contact is made to determine payment.
- Payment arrangements are organised and confirmed in writing.
- If debtor breaks arrangements, or is unable to be contacted by phone, then a formal Notice of
  Intention to Issue court Proceedings is sent.
If payment is not made, a recommendation with respect to court action is made to the College and all costs
are advised before proceeding.

- **Additional Information**
For further information please contact the Principal or the Business Manager.

**Evaluation**
This policy will be reviewed regularly by the College Council as per review schedule.
(Created 2008, reviewed February 2011)