

Special Fee Arrangement Policy

Introduction: This policy deals with the School's arrangements for families in difficult financial circumstances.

Scope and Application: This policy is governance directed and is administered by Administration staff and the Governing Body (GB) Finance Committee. This policy will be reviewed and amended as required. *(See below for policy review dates)*

Related Policies and Procedures: Enrolment Policy, Fees Policy.

Policy Statement

Enrolment at Woodbury Boston Primary School is offered on a non-competitive basis to all children kindergarten to Year 6, up to the maximum desired school population and maximum desired class and year groupings. The maximum student population is as set from time to time by the WBPS Governing Body.

Throughout the life of the school, the school has always offered support through special fee arrangements or reduced fees to families in difficult financial circumstances. Enabling the continued enrolment and attendance of children from families in difficult financial circumstances:

- Satisfies the school's philosophy of making its special, nurturing education available to all who desire it for their children, regardless of financial situation;
- Maintains the diversity of the student and family population;
- Helps keep existing students by not limiting or reducing friendship groups; and
- Helps maintain student numbers, and thus the per capita funding levels received from both state and federal governments.

Last reviewed: May 2017
Endorsed by GB: May 2017
Next review due: June 2019

Special Fee Arrangement Procedures

The total value of financial support to be made available each school year is determined by the Governing Body finance committee, taking into consideration student numbers and funding, and the number of support applications received. The total value of financial support available is included in the School Annual Budget.

Each application is considered on a case by case basis. Unless otherwise stated, financial support covers **tuition** fees only. All other fees and costs (Curriculum Related Activities (CRA), camp fees, other activity fees, etc) must be paid in full as they arise.

Procedure

- Family wishing to make application for a special fee arrangement obtains application form from the school administration.
- Completed application form is submitted to the school administration. A code number is allocated to the application, so the applicant family can remain anonymous to the GB and finance committee.
- GB finance committee considers application and determines level of financial support (if any) to be offered, makes recommendation to the GB Chair.
- GB Chair confirms Special Fee Arrangement offers.
- Administration staff member meets with the family to discuss the application and present the school's offer.
- Both parties (family and administration) sign a copy of the resulting agreement.
- Families are encouraged to remain in close contact with administration, and to advise if circumstances change which may have an impact on their ability to uphold the agreement.
- Unless otherwise stated, agreements are for the remainder of the current school year only. A new application must be made for the following school year, if required.

Special Fee Arrangements are advertised, via the school newsletter, to the parent community towards the end of each academic year, inviting applications for the following year. Families which already have a Special Fee Arrangement are advised that they need to reapply for the following year.

Families are also able to apply for a Special Fee Arrangement at any time during the school year, should the need arise.

Agreements

Agreements for financial support take one of two forms:

1. The full tuition fee amount is invoiced each term, however a payment amount (less than that required for full fee payment) per period (weekly / fortnightly / monthly) is agreed upon. At the end of the agreement period (usually the end of December of that year), **if** the family has met their agreed payment amount and frequency in full, then the difference between the fee arrangement total amount and full tuition fees for that school year will be 'written off'. If the agreed payments and frequency have not been adhered to, then full fees are due and must be paid in full. This is the usual financial support format.
2. In rare circumstances, families may be invoiced for reduced fees in the first place. This is at the discretion of the finance committee.

Non-payment of fees

Payments are monitored throughout the year to ensure all families are meeting their particular fee payment arrangements. If non-payment of fees starts to become an issue, the family is asked to attend an interview with the administrator and principal. At that meeting, a plan for repayment and future payments will be negotiated and put into place. Payments from the family will continue to be closely monitored.

Continued non-payment of fees, or failure to maintain a payment arrangement, may result in termination of enrolment.