



## SCHOOL FEES POLICY

*Kamaruka takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

### **PURPOSE**

Although Kamaruka receives some government support, fees constitute a necessary and substantial part of the school's income. Without the school fees and support from our parents and community, the school would not be able to function.

Kamaruka aims to provide a quality service which is accessible and affordable to parents/carers. Term fees are set prior to the start of each year by the Board.

### **POLICY**

Kamaruka is a non-denominational, non-for-profit, independent private school. Kamaruka operates on a not-for-profit basis. Any surplus will be expended on equipment and resources for the children's program, upgrades and service improvements as specified by the Board. Enrolling your son in the specialised Kamaruka program is a commitment to fee-paying education.

#### **1 SCHOOL FEES**

School fees are set and reviewed annually by Kamaruka's Board, and cover all tuition costs, educational excursions and school camps.

Fees are paid upfront per term.

#### **2 PAYMENT OF ACCOUNTS/INVOICES**

Invoices will be sent to parents/carers via email, four to six weeks before the commencement of each term. Invoices are required to be paid in full prior to the commencement of the term.

Parents/Carers who have negotiated special fee arrangements with the Principal will adopt the conditions specified in the enrolment offer. Agreements for regular fortnightly or monthly instalments will commence within two weeks receipt of the fees invoice.

## **Methods of Payment:**

### **2.1 Direct Deposit**

School Fees may be paid by direct deposit into the Kamaruka bank account as follows:

Account Name: Kamaruka Inc

BSB: 704191

Account Number: 173560

PLEASE INCLUDE THE INVOICE NUMBER AS WELL AS THE STUDENT'S SURNAME AS THE PAYMENT RECEIVER REFERENCE.

### **2.2 Cash, bank/personal cheque payments will not be accepted by the school.**

## **3 OVERDUE ACCOUNTS**

Parents/carers are encouraged to speak to the Business Manager or Principal if they are having difficulty in paying. Special arrangements, such as a payment plan may be agreed. All agreements are to be in writing.

The school, after regular review and consideration of overdue accounts, takes relevant steps deemed necessary to recover outstanding fees. Should these steps include referral to a debt collection agency and/or legal avenues, all additional costs incurred will be added to the outstanding balance. A recommendation may also be made by the Principal to the Board to temporarily suspend an enrolment pending settlement of outstanding fees.

### **3.1 Late Payment fees**

All accounts that are unpaid prior to the commencement of term, may incur an administrative fee of 1.75% per month as from the due date of the outstanding balance, which will be added to the balance each month.

## **4 SIBLING DISCOUNTS**

For families with more than one child at Kamaruka, we offer the following sibling discounts on fees:

- 10% for the second child
- 25% for the third and subsequent children

## **5 BURSARIES**

Kamaruka supports inclusive education and, under special circumstances, a financial hardship bursary may be granted to students whose parents/carers are unable, for legitimate financial reasons, to cover the full cost of the Fees.

The Principal, on behalf of the Board, assesses applicants for Bursaries based on their written application, financial hardship, school visit and their interview with the Principal (or delegate).

Bursaries are usually dependent on a successful annual review by the Principal and the Board. There is no automatic right of continuation of a bursary. Bursaries are generally no more than 50% of the current tuition fees.

An application for Bursary Assistance must be submitted to the Principal by parents/carers each year for bursary assistance to be granted or continued.

The application form is available from the school. The application form must be completed and submitted, together with all supporting documentation, to the School Principal. See the Kamaruka Bursary Policy further details requirements and procedures.

## **6 EQUIPMENT AND UNIFORMS**

A martial arts uniform will be issued to each new enrolment but remains the property of Kamaruka. Loss or damage to uniforms will see the cost added to the school fees account.

Damage caused to any school property, will incur a replacement cost that will be added to the student's school fee account.

Policy documents are accessible on the Kamaruka website as well as provided to parents/carers with enrolment forms.

## **7 CANCELLATION OF ENROLLMENT**

A full term's notice in writing to the Principal is required in the event of withdrawal of a student from the school. Otherwise, payment of a full term's fees is required in lieu of such notice.

A student who ceases enrolment for whatever reason within a school term, will not be eligible for a refund of any portion of the term fees.

## **EVALUATION**

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
September 2021	Board	September 2024