Fee Policy

Purpose:	To provide clear guidelines regarding the payment of school fees and to outline the process for recovering school fees not paid.
Scope:	For parents/guardians who are considering enrolling, or have enrolled a child at Fitzroy Community School
Implemented by:	Principal, Bookkeeper, Administration
Approved by:	Board
Reviewed:	Every five years, as regulatory changes arise or improvements are identified through feedback/internal review.
Communicated via:	Website, Enrolment Meeting, Newsletter

Enrolment Deposit

Upon the offer of a place and the enrolment being accepted, a payment of $3000 is required to secure the place. This payment covers the application fee, pre-enrolment meeting and discussion fee, the enrolment fee and the charge for both enrolment meetings. These fees will be waived and these funds will appear as a credit on the first school fee invoice if the family proceed with the place. If the enrolment is subsequently declined, these fees are non-refundable.

School Fees

Fitzroy Community School fees are included in Schedule A (Fee Schedule) which are updated annually.

Fees include are all inclusive – there are no additional fees or charges added to these amounts. A pro-rata charge is calculated for students who enrol after a term has commenced. Should a student withdraw from the school mid-term, the remainder of the term's fees are non-refundable.

The **Tuition fee** covers all curriculum and cocurricular offerings, including camps.

The **Auxiliary Fee** covers all materials (stationary, textbooks and workbooks, venue hire, art, craft, science and geography materials as well as school photos).

The Lunch Fund fee covers all food and snacks provided to students, as well as their preparation and associated cleaning requirements.

Voluntary Building Fund Donations/Contributions

The school has on ongoing schedule of maintenance, a mortgage to pay, and engages a number of contractors who provide compliance certification and repairs and improvements. The school has an ongoing schedule of re-painting rooms, doing improvements and making repairs, all expenses that are paid for by the Building Fund.

Donations to the building fund are voluntary but highly encouraged and are tax deductible.

Payment Schedule

Term fee invoices will be issued four weeks before the end of term for the subsequent term, to be paid in full by the last day of term preceding the coming term.

Our preferred method of payment is via direct deposit.

If you wish to pay by instalments, please discuss this with the Principal or Bookkeeper a term in advance.

Outstanding or Unpaid Fees

The steps the school will take in the event of unpaid fees are below:

- A late fee of $300 will be charged when school fees are 14 days late for each child for which fees have not been paid.
- An additional late penalty fee of $200 will be charged at the mid-term break for each child for which no payment or part payment of fees has been received.
- The enrolment may be cancelled at any point when school fees are outstanding, reinstatement of which will require any outstanding standard and late fees to be paid, and a clear commitment and plan for future fees to be paid on time or according to the payment plan agreed to by the school and family. When fees are unpaid for any child, siblings are not able to attend.
- Families with an outstanding debt to the school are unable to enroll siblings until fees are paid / a payment plan has been arranged and agree to.
- If school fees remain unpaid for over a term, debt collection proceedings will be enacted.

Short-term Family Holidays / Absences

School fees are still payable during family holidays or other periods of absence which are taken while school is running.

Forced School Closures

The school is not obligated to, and will not, refund or reduce fees for any periods of unexpected school closure, periods of online learning or cancelled events.

Pre-Approved Major Absences

There are times when a family will wish to be away for a period. The school is in no way obliged to agree to or approve absences. Families should approach the school to discuss and negotiate lengthy absences and negotiate with the Principal a plan that both the school and family consider the best outcome for the student. The following fees will apply (and will hold the place) to absence that have been approved by Principal:

a) Part of a Term – no discount

b) A whole term – tuition fee only charged

c) 2-4 terms – 50 % of Tuition fee will be charged

d) 5-8 terms – 30% of tuition fee will be charged

No reduction in fees absences will be offered if an agreement has not been reached between the school and the family prior to the student being away.

Roles & Responsibilities

The Board is responsible for:

- approving the School Fee Policy and setting the annual fees

The Principal is responsible for:

- approving payment plans
- implementing the School Fee Policy

Administration is responsible for:

- issuing school fee invoices four week before the end of each term
- monitoring and collecting payments

Families are responsible for:

- paying school fee invoices on time
- communicating with the school before school fees are issued if there are difficulties and late payment or a payment plan is being sought
- abiding by a payment plan if one has been agreed to

Fee Calculation – Annual Increase

Fees will increase annually by CPI unless exceptional factors require an adjustment to this figure.

Related Policies and Documentation

- School Fee Policy – Schedule A (current fees)
- Attendance Policy
- Enrolment Policy
- Enrolment Agreement
- Complaints Policy
- Privacy Policy

School Fee Policy – Schedule A

Fees Per Term - 2026

	Tuition	Auxiliary	Lunch Fund	Suggested Building Fund Contribution
Standard	$4100	$360	$580	$710
Health Care Card Holders	$1500	$270	$435	$355