



HopePoint
CHRISTIAN SCHOOL

In Spirit and Truth

FEE POLICY

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FEE POLICY

AIM

For parents to pay their school fees regularly and on time.

EXPLANATION

HopePoint Christian School is an independent K-6 Christian school registered with Christian Schools Australia, who are committed to providing a high quality education at an affordable price. Fees received from families enrolled; together with Government subsidies provide the income for the service. That income is used to meet all expenditure needed to operate the service including:

- Staff salaries
- Maintenance of building, equipment and bus
- Utilities – electricity, telephone, water
- Cleaning
- Relief staff
- Equipment and consumable materials
- Excursions, incursions and specialty learning programs
- Office and stationary supplies
- Staff training/development.

Who is affected by this policy?

Parents

Management

IMPLEMENTATION

Deposit

On enrolment:

- A \$400 deposit per child or \$550 per family is required upon acceptance of a position, prior to commencement at the school.
- **Note:** Where a number of children from the same family are enrolled, the Bond is \$550. Parents need only pay the difference between \$550 and what has been previously deposited.
- The deposit is refundable upon withdrawal from the school, provided that one term's notice is given, and all fees are up-to-date. Failure to do so will render the family liable to one term's fees unless there are mitigating circumstances that are acceptable to the school. The bond is also refundable when the youngest family member leaves the school.
- Families will be briefed on the Fee Policy during their interview with the Principal.

Fee Structure

Full fee per term is \$795 per student which equates to \$3180 per annum. This includes a Materials & Equipment Fee of \$65 per annum except for families with four or more children concurrently enrolled at the school. The 4th student will only be charged for this fee.

Family Rebate

Families who have more than one child at the school will be eligible for a discount as per the following table:

	1 child	2 children	3 children	4 or more children
Fees	full fee	25% rebate per child	40% rebate per child	100% rebate for additional children
Materials & Equipment Fee				1x for additional children

Family Rebate for children who remain at this school after a sibling moves on to an independent or Christian High School:

	1 child remains	2 children remain	3 or more children remain
Fees	25% rebate	40% rebate per child	100% rebate for remaining children
Materials & Equipment Fee			1x for additional children

Other Rebates

HopePoint Preschool Rebate: *If your child has attended HopePoint Preschool prior to being enrolled at our school, you are automatically entitled to a 20% rebate in your child's Kindergarten year. If you require further years of rebates on your fees, please see "Family Rebate".*

(NB: This rebate doesn't apply if the family rebate is applicable)

HopePoint Church Pastor Rebate

If one or both parents are pastors at HopePoint Church, then a 40% rebate applies.

Pastors from Other Churches

If one or both parents are pastors at another church, then a maximum 40% rebate applies after confirmation from the school Board and in their opinion that the pastors hold credentials acceptable to HopePoint Church.

Concessions

HopePoint Christian School allows a concession to parents who cannot afford to pay full fees for all children at the school.

The concessional rates are granted for one year and a fresh application is required each year. If your circumstances change during that year, you need to contact the office immediately to have your Concession re-assessed.

Concessions allowed on fees are designed to make Christian schooling available to all parents who desire it for their children, regardless of their income level. It is appropriate, however, that all parents should fulfil their financial responsibility for the education of their children, without any family being required to carry a burden greater than they can manage.

For this reason, concessions are not given automatically, but have to be requested, using the Application for Fee Concession form.

The concession rate is agreed upon by the School Board on the basis of the ability of each family to pay. The Principal and Finance Officer then work with the family to determine an affordable payment arrangement.

Payment of Fees

Fees are billed on a term basis and are sent out at the beginning of each term and are due by the end of the second week of term. This applies unless the family have entered into a signed payment arrangement to pay fees by instalments. In that case, the term fees must be paid in full by the end of that term.

Fees can be paid by:

- Direct debit through CentrePay, the Department of Human Services (DHS) payment gateway. The family complete the DHS form authorising their organisation to deduct school fees from any benefit payment they receive.
- Direct deposit into the school bank account.
 - Account Name – HopePoint Christian School Ltd
 - Account Number – 214498
 - BSB – 032 379
 - Families are requested to forward an email to finance@hpcs.nsw.edu.au confirming payment details.
- PayPal or credit card through the school website. There is no surcharge for this service.
- Cash or cheque.

The conditions and notes of enrolment are listed on the back of each term invoice. If fees are paid in full within the 2 week deadline, there is a \$20 prompt payment discount.

Families can seek fee relief if they are having difficulty in making payments by completing an Application for Fee Concession form.

Outstanding fees procedure

If fees are not paid by the end of **week 2** of the term, then a reminder phone call will be made to the parents/guardian.

If there is no response, a reminder letter will be sent in **week 4** of the term, reminding them of the option of a Fee Concession application and inviting the parents/guardian to contact the Finance Officer to discuss the situation.

If fees are not paid by the end of the **week 6** of term, and there is no response regarding the prior communication, then a second letter will be sent to the parents/guardian to discuss the situation..

If no satisfactory response is received by **week 8** of the term, families will be contacted by telephone to arrange and then attend an interview with the Principal and Finance Officer. Failure to attend this meeting will result in a notice of termination of the student's enrolment, and the account will be forwarded to the School Board for follow-up as per the debt collection procedure.

It is the school's desire to offer each child a seamless, uninterrupted and compassionate education experience and we will always work with parents to address any financial issue that may arise. The sooner such issues are advised to the school, the easier the resolution is.

Please note, the Finance Officer, Principal and School Board will be required to keep records of all conversations, telephone calls, emails, letters and meetings, to support any follow-up action required. These records will be kept in Family Finance files which are stored in a locked filing cabinet, accessible by the Finance Officer and Principal.

Debt collection procedure

Payment will be referred to the School Board where the debt remains outstanding for more than one school term and a final notice has been given. It is up to the discretion of the School Board whether a current student's debt will be sent to the independent debt collectors or an additional term's grace will be provided. If outstanding fees are not paid by the end of the next term, your child's position will be terminated, and the account will be referred to a debt collection procedure to recover the outstanding debt.

Those students who have left the school with an outstanding debt will be automatically referred to the debt collectors.



CONDITIONS AND NOTES

1. Fee accounts are rendered at the commencement of each term and are due and payable by the end of the second full week of the term (unless otherwise agreed by the Finance Officer). Fees may be paid by credit card (via Paypal) through the school website.
2. Parents are requested to pay an amount not requiring change since the office does not hold cash for this purpose. Receipts will be sent home with the students in due course.
3. Please notify all changes of name, address and telephone number in writing to the Finance Officer.
4. One (1) terms notice of intended withdrawal of a student must be given in writing to the principal. In the event that such notice is not given we refer to the school's Conditions of Enrolment whereby one term's fees are payable in lieu of notice.
5. Donations to our Building Fund are deductible for Income Tax purposes – the approval number 6/G/AF 1595C SF 7373. Receipts will be distributed to families at the end of the Financial Year. Account details for donations are:
 - a. Account Name – HopePoint Christian School Building Fund
 - b. Account Number – 214500
 - c. BSB – 032 379
 - d. Families are requested to forward an email to finance@hpcs.nsw.edu.au confirming payment details.
 - e. PayPal or credit card through the school website. There is no surcharge for this service.
 - f. Cash or cheque.
6. In the event that the normal avenues of collection have been exhausted and legal proceedings are deemed necessary to recover outstanding fees, all recovery costs incurred will be added to the total amount outstanding.
7. Parents will be charged the replacement cost of damaged and unreturned library books or other school resources.
8. Parents are reminded that the school does not hold accident insurance for students. Accident insurance is a matter of choice open to parents, i.e., whether they require such insurance, the extent of any coverage or preferred providers.
9. **IMPORTANT NOTICE**
If the attached School fee invoice is paid IN FULL by the date indicated on the statement, please deduct \$20.00 from the Balance due.
Thank you