



HopePoint
CHRISTIAN SCHOOL

In Spirit and Truth

FEE POLICY

HOPEPOINT CHRISTIAN SCHOOL

Fee Collection Procedures for Admin

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 and equipment
- 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 them liable to one term's fees unless there are mitigating circumstances that are acceptable to the school.
- Families will be briefed on the Fee Policy during their interview with the Principal.

Fee Structure

Full fee for Kindergarten to Year 3 per term is \$810 per student which equates to \$3240 per annum.

Full fee for Year 4 to Year 6 is \$875.00 per student which equates to \$3500 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 automatically are 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 made 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.
- Credit/debit card through the school front office.
- Cash or cheque.

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 a Fee Concession form.

Outstanding fees procedure

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

Further reminders for payment will be made during the term including but not limited to phone calls, emails, letters and notes via student distributions.

If fees remain outstanding at the end of **week 8** of the term, families will be contacted in order to arrange a meeting with the Principal and the Finance Officer.

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 secured environment, accessible by the Finance Officer and Principal.

Debt collection procedure

Overdue accounts will be referred to the School Board where the debt exceeds \$1,000. 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 additional time will be allowed for the payment. If outstanding fees are not paid by the end of term 3, your child's position will be reviewed by the School Board to determine what further actions will be taken by the school.

Those students who have left the school with an outstanding debt will be automatically referred to the debt collectors. All costs incurred for the debt recovery will be added to the outstanding debt.