



School Fees Policy

Purpose:	The purpose of this policy is to outline the rationale for school fees and the expectations, responsibilities and arrangements for the collection of school fees. This will support Compass to provide a transparent and fair process that will enable families to make informed decisions about enrolling their child/young person and the costs involved.	
Scope:	Compass Independent School's board, Compass families, staff with children/young people enrolled at the school	
Status:	Approved	Supersedes: 26/08/2024
Authorised by:	Board Chair	Date of Authorisation: 23/09/2024
References:		
Review Date:	Every 5 years	Next review: 22/09/2029
Policy Owner:	School Governing Body	



POLICY STATEMENT

Compass Independent School aims to provide a quality education to all children and young people. Contributions from parents/carers are highly valued and form part of the school's funding model. School fees are charged to supplement government funding. Compass sets the fees at the minimum possible level that enables the provision of excellence in teaching and learning and ensures the effective functioning of the school. The school is committed to exploring all responsible means of setting school fees each year, in order to maintain equity and accessibility, while at the same time continuing to meet its financial obligations and ensure its economic sustainability.

School fees support the provision of:

- Curriculum learning materials
- Classroom and school resources, materials, facilities, furniture and equipment
- Activities such as excursions and incursions
- Stationery and consumable items
- Staff salaries
- Utilities
- Maintenance
- Teacher development.

SETTING OF SCHOOL FEES

School fees are set by the Compass Independent School Board following consideration of budgetary estimates prepared by the Board in consultation with the school's accountant. Fee schedules are communicated by Compass Independent School at the end of Semester 1 each year in advance of the forthcoming calendar year.

Information about our school fees is provided in the following ways:

- on the school website at the end of Semester 1 each year in advance of the forthcoming calendar year
- at enrolment interviews
- during Term 4, the following year's fees are advised in writing to all enrolled families
- on request.



FEES

Compass charges the following fees:

- Enrolment application fee
- Enrolment acceptance/confirmation fee (deducted from Term 1 fees)
- Annual tuition fee – payable termly or semesterly in advance
- Camps - Families will be advised of any additional costs in advance of planned camps.

***These fees are inclusive of tuition, stationery, learning materials, subscriptions, incursions and excursions.**

FEE PAYMENT

- All families pay fees at Compass Independent School and continuing enrolment at Compass is conditional upon the payment of school fees.
- Fee invoices will typically be issued at the midpoint of each term.
- It is expected that school fees will be paid by the due date, which is the final day of the previous term. The due date for the payment of fees will be shown on each school fee invoice raised.
- On expiry of the due date, a school fees account reminder for the new period will be forwarded which will highlight the amount overdue.
- Compass is not able to offer payment plans at this time.
- Compass does not offer sibling discounts.

PAYMENT OPTIONS

- Bank transfer is the only payment method at this time. Account details are provided on fee invoices.

FEE COLLECTION

- The school reserves the right to add a 10% administration fee if there is repeated failure to meet required payment schedules.
- If no suitable response is received by the end of one week after the fee reminder, the Principal will make contact with the family to identify next steps.
- The school reserves the right to suspend and or cease a child/young person's enrolment if school fees are not paid by the due date or by the reminder date.



LATE ENROLMENT

- New students entering Compass after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the principal's discretion.

WITHDRAWAL OF ENROLMENT

- If a child/young person leaves the school, it is a condition of enrolment that the family provide at least one full term's notice in writing to the principal.
- If notice is not given in full, no refund of fees paid in advance will be made to the family and if fees have not yet been paid, families agree to pay one full term's fees.
- If a child/young person is to be withdrawn from the school all fees must be paid in full on or before the student's last day of attendance. This amount is a genuine pre-estimate of the losses and damages incurred by the school in having allocated resources, planning and expenditure related to the child/young person.
- If the child's/young person's enrolment is cancelled by the school as a result of a breach of the Code of Conduct by the family and/or child/young person or other such reason, all fees paid in advance minus one full term's fees will be refunded to the family.

EXTENDED LEAVE

- Fees will continue to be payable for the time that extended leave is taken.
- It is not possible to grant a reduction in fees as the school will incur losses.
- Should school fees not be paid while on extended leave, the school will cancel the child/young person's enrolment.
- Should the family wish to rejoin the school, they will need to begin the enrolment application process and will be added to the school's enrolment application waitlist.

COMPLAINTS

- Suggestions of non-compliance with this policy may be submitted as complaints under Compass Independent School's Complaints Handling Policy.



School Fees Procedure

1	A School Fee Account is issued to the family by email. Full fee payment is due by the date stated on the account.
2	The school will review outstanding accounts and school fees account reminder notices will be sent. Full payment is due within 7 days/1 week.
3	The school will review outstanding accounts and final school fees account reminder notices will be sent. A 10% administration fee will be applied. Full payment is due within 7 days/1 week.
4	The school will contact the family to identify next steps. The school reserves the right to suspend and or cease a child/young person's enrolment if school fees are not paid.

- Please contact the school immediately upon receiving the school fee account if it is anticipated that payment will be late.
- Please note that the school reserves the right to cease a child/young person's enrolment if school fees are not paid by the due date or by the reminder date.

DEFINITIONS

family	the parent/s, guardian/s or carer/s of a child/young person and the child/young person
school fees	all compulsory charges listed in the fees section of this policy and any other charges included
school fee account	a statement outlining the fees due and by which date
enrolment application fee	a non-refundable fee required at the time of submitting an application for enrolment to cover part of the administrative costs associated with processing the application
enrolment acceptance/confirmation fee	a fee payable upon acceptance of an enrolment offer to secure the child/young person's place at the school. This fee is non-refundable and is credited towards the first term's fees.
annual tuition fee	the fee charged annually for the educational instruction and related services provided by the school
building fund	a contribution to support the construction, maintenance and enhancement of the school's facilities and infrastructure
fundraising levy	a fee to support the school's fundraising activities, which may be used for various school projects and events
