

# SPCC SAINTS ACADEMY

## FEE POLICY

COMPLIANCE	
ECECD / ACECQA	Registered Early Childhood Education and Care Service National Regulations 168 -172 <i>National Quality Standards: 6.1, 7.1</i>
Legislative Requirements	<i>Education and Care Service National Regulations 2011: 168 (n), 172</i>
Other Policy Relationships	<i>Child Care Provider Handbook February 2022</i> <i>A New Tax System (Family Assistance) Act 1999</i>
KEY DATES	
Date of ratification	May 2025
Date for review	May 2026
Policy Review	This policy will be reviewed every 12 months, or as needed in line with legislative changes and the requirements of the Association of Independent Schools.

### 1. Foundational Christian Principles

St Philip's Christian Education Foundation (SPCEF) provides quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practices. St Philip's Christian Education's core values of Christ First, Serve One Another, Strive for Excellence, Do What is Right and Build Community are a reflection of our 'faith expressing itself in love' (Galations 6:5). Our faith permeates through all that we do and underpins the foundation of our lives. It is out of a demonstration of this faith that students will have the opportunity to discover the wonderful privilege of having a genuine relationship with God through His love as we seek to meet their needs in education.

### 2. General Statement

St Philip's Christian Education Foundation is committed to ensuring our fees are as affordable as possible and that all families have access to subsidies that are available to reduce fees. For fee details please go to the SPCC Saints Academy website [HERE](#) or contact the relevant service location (details available on the SPCC Saints Academy website).

### 3. Objectives

**The objectives** of St Philip's Christian Education Foundation under this policy is to ensure all families are aware of the conditions in relation to the payment of fees and other payments throughout the year. Prompt payment of fees allows us to plan with certainty.

**Explanation:**

Fees are to be paid weekly, fortnightly or monthly and paid at least 2 weeks in advance.

**Implementation:**

1. A non-refundable \$100 Enrolment Fee is to be paid when making a waitlist request for a permanent booking. This is paid online via secure direct debit when making a booking request using My Family Lounge.
2. For casual bookings only (for vacation and outside of school programs) a \$20 non-refundable Enrolment Fee is to be paid upon completion of the enrolment form. An invoice will be sent for payment of this once the enrolment form has been submitted.
3. If an enrolment fee is paid and the child does not attend, the enrolment fee is forfeited.
4. Payment of fees is to be by automated direct debit initiated by the Centre. Other forms of payment including cash and cheques will not be available. The direct debit agreement is completed when completing the enrolment form online in My Family Lounge. Your child's enrolment cannot be finalised until the direct debit agreement has been completed along with all other mandatory items in the enrolment form.
5. Payments made by automated direct debit to a credit card will incur the following surcharges:
  - Visa/Mastercard 2.85%

The surcharges will be charged by Debit Success.

Payments made by automated direct debit to a bank account, Building Society or Credit Union that are dishonoured will incur a dishonour fee of \$19.95 (incl GST). The dishonour fee will be charged by Debit Success
6. Families will receive a Weekly statement.
7. All fees must be paid at least 2 weeks in advance of care.
8. For fees that are not paid via direct debit, the balance showing in **Due Now** on the weekly statement is due by midnight Sunday evening (i.e. before the next week of care commences)
9. Centrelink entitlements (Child Care Subsidy) can be claimed as a reduction in fees.
10. Children can access 42 absent days in each financial year before Centrelink will stop paying CCS. Absences covered by a medical certificate will not count towards these 42 allowable absences.
11. Centrelink will not pay CCS for days a child is absent at the beginning and end of an enrolment.
12. Fees are payable for the days a child is booked into the Centre, including days when the child is absent due to sickness or holidays. The Centre will be closed for over Christmas where payment is not required. If a casual booking has been made and cancelled within the required timeframes fees will not be payable. The terms and conditions for the cancellation of casual bookings can be found below at item 23.
13. The Centre is closed on public holidays and fees are not payable.
14. Cost of excursions may be added to your SPCC Saints Academy account. Written permission from parents will be collected prior to the cost being added.
15. Additional fees will be incurred if a child is collected after usual closing time for the Centre. If this occurs a \$20 fee will apply for the first 10 minutes and \$2 per minute after this. The charge will be added to your SPCC Saints Academy account. The operating hours for each service can be found on the SPCC Saints Academy Website [HERE](#)
16. If a child's immunisation status is incomplete and the child has been excluded because of an outbreak of a communicable disease, fees will not be waived.

17. A written reminder will be given in the event of fees being 2 weeks in arrears.
18. A family who is four weeks or more behind in the payment of fees, may be asked to vacate the position or the enrolment may be withdrawn. Normal debt-recovery procedures will be followed and costs added to family accounts. Parent statements including name and address will be provided to the debt collection agency.
19. Consideration will be given to families experiencing financial hardship. This may include the waiving of notice periods, implementation of a payment plan, and the provision of information regarding applicable Centrelink payments available to families.
20. Families that are frequently late in making fee payments, whether due to repeated instances of direct debit payments being declined or not making payments, and who do not demonstrate a willingness to work with Saints Academy in order to meet the financial obligations of their accepted bookings may be notified that their child/ren cannot attend Saints Academy until payment is made. In this instance, if the parent has not made alternative care arrangement for the child/ren they will be taken to the school office, and the parent or guardian will be asked to collect them as soon as possible. This may also result in any permanent bookings being ended immediately.
21. If a family has a booking ended due to failure to pay fees, all future bookings for school term programs will be required to be paid a full term in advance. The child/ren will be unable to attend Saints Academy until payment for the term has been made in full. Refer also to item 20.
22. At least 2 weeks written notice must be given if a child is to be withdrawn or if changes are required for a permanent booking (e.g., removal or additional of days)
23. For casual bookings made during term (for the after school or before school program (Gosford Only), at least 2 days' notice is required for cancellation. Online bookings can be made up to 12pm the day prior to the session of care. Cancellations can be made using the My Family Lounge Application or by logging into the family's online My Family Lounge Account. For any bookings or cancellations required outside these timeframes the service must be contacted directly via email or phone. Bookings will be subject to availability.
24. For casual bookings made for the Vacation Program, at least 7 days notice is required for cancellation. Online bookings can be made up to 7 days before the session of care. For bookings or cancellations outside these timeframes the service should be contacted via email or phone. Bookings will be subject to availability.
25. At the end of a family enrolment if there is a balance remaining on the family account at the end of the care period any balances under \$5 will be written off (credit or debit).
26. At the end of a family enrolment any fees in credit over \$5 can be donated to the Centre to go towards purchases or refunded to the parent. If the fees are to be refunded, parents will be asked to provide bank account details (emailed to SPCC Saints Academy on an email address registered in the child's enrolment).

#### Related Documents

National Law <https://legislation.nsw.gov.au/view/html/inforce/current/act-2010-104>

National Regulations <https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

Guide to the NQF <https://www.acecqa.gov.au/nqf/about/guide>

*Other Policies or Procedures*

Enrolment and Orientation Policy