



School Fees Policy

Policy: As an independent school, Al-Taqwa College charges fees and levies to each student to ensure the financial viability of the College. Al-Taqwa College aims to provide affordable and quality education to all students looking to study in an Islamic environment.

One of the conditions of continued enrolment at Al-Taqwa College is that all fees are paid as they become due, in accordance with the Business Notice. Both parents/guardians (if applicable) are required to sign a College Agreement and Enrolment Application Form. Any person(s) who completes and signs these forms, are responsible for paying all fees for the student attending Al-Taqwa College.

In order to keep school fees affordable, it is vital that fees are paid by the due date to avoid additional administrative fees and/or Debt Collection Charges. A schedule of Fees and Charges are available on the School website or can be obtained from the Administration Office, Accounts Department or Business Notice.

Fees and levies collected are used for the following purposes which are aligned to the Vision and Mission of Al-Taqwa College. They are set by the College Council annually which may change from time to time without notice.

- Provide Teaching, Administrative, Classroom Support and Facilities staff
- Provide essential resources, materials, facilities and equipment
- Maintain buildings, grounds and other facilities
- Provide new buildings and grounds enhancements

One of the conditions of continued enrolment at Al-Taqwa College is that all fees and charges are paid by families, guardians or third parties as they become due, in accordance with this Policy.

Scope: All parents and guardians

References: Department of Education and Early Childhood Development Website
www.education.vic.gov.au
Al-Taqwa College - Business Notice
Al-Taqwa College - College Agreement
Al-Taqwa College - Policies and Procedures
Al-Taqwa College - Website www.al-taqwa.vic.edu.au

WHO	KEY STEPS	CLARIFICATION
Parents/ Guardians	Fee Agreement	<ul style="list-style-type: none"> ▪ Upon accepting a place at Al-Taqwa College all parents/guardians are required to sign a <i>College Agreement and Enrolment Application Form</i>. Any person who completes and signs the <i>College Agreement and Enrolment Application Form</i> will be responsible for paying all fees and charges for the student attending the College. If a bill is required to be settled by a third party, then they must make the appropriate arrangements for payments to be made. ▪ In signing the <i>College Agreement and Enrolment Application Form</i>, parents/guardians understand and agree to pay the fees as stipulated in the <i>Business Notice</i>. ▪ Details of current fees are provided upon enrolment, and updated fee schedules are provided annually to ensure that all parents are aware of their financial obligations. Any changes in fees for the following school year will be provided to parents/guardians during Term 3. ▪ Any parents/guardians facing hardship should contact the Accounts Department immediately to discuss options. ▪ Parents/Guardians must ensure that the College has their current address, contact numbers and emergency contacts at all times. ▪ Parents/Guardians are required to pay fees and charges that are, from time to time set by the School Council, such fees and charges being payable on the due date stated on the account rendered by the school. ▪ Students' semester reports will be withheld until all payments are paid up to date. ▪ If any fees are not settled, the College will seek legal action or hire a debt collection agency to retrieve the required payments.
Parents/ Guardians/ Accounts Receivable	Sibling Discount	<p>The discount is applied to the third and subsequent sibling(s) in the order of birth. To qualify, the siblings must be currently enrolled at Al-Taqwa College under one family account.</p> <ul style="list-style-type: none"> • Third and subsequent Sibling(s) 3% of Tuition only • Upfront discounts will apply to all students as well as those who are eligible for sibling discounts.
Parents/ Guardians/ Accounts Receivable	Up Front Yearly Payment	<ul style="list-style-type: none"> ▪ Parents/Guardians are given the option of paying the annual tuition fees up front, termly or installments throughout the year. ▪ A discount is available for annual upfront payment for students from Foundation to Year 10. This applies to the Tuition Fees only. (No discounts are available on the General Levy or any other fees and charges.) <ul style="list-style-type: none"> • 7% Discount only applies if paid in full by the end of the previous year. • 6% Discount only applies if paid in full by middle of Term 1. • 3% Discount only applies if paid in full by middle of Term 2. <i>(The discount for the 3% option will only apply for Term 2 to Term 4 balance. Term 1 will still be required to be paid in full without any discounts). Please note that the Year 11 and 12 students are not eligible for the 3% discount option.</i> ▪ All annual fees for Year 11 and 12 students must be paid up front by the end of Term 1. ▪ The 7%, 6% or 3% discount as outlined above is only available for

		<p>Tuition Fees and if the account balance for all siblings attending Al-Taqwa College is up to date.</p> <ul style="list-style-type: none"> ▪ Sibling discounts will also apply to those paying fees upfront.
Parents/ Guardians	Termly	<ul style="list-style-type: none"> ▪ Fees can be paid on a termly basis. ▪ The invoices are issued to the parents by the College one term ahead and they are due as the following: <ul style="list-style-type: none"> • Term 1 invoice due by the end of February • Term 2 invoice due by the first week of Term 2 • Term 3 invoice due by the first week of Term 3 • Term 4 invoice due by the first week of Term 4 ▪ Term 1 invoice will be issued by Term 4 of the previous year. ▪ Due dates are provided on each invoice.
Parents/ Guardians	Installments	<ul style="list-style-type: none"> ▪ Installment payment can be arranged with the Accounts Department. ▪ Installments can be made monthly, fortnightly or weekly. ▪ All payment plans must cover all fees and charges so that the account is cleared in full by the end of the year. ▪ Instalments are not available for VCE/VCAL students.
Parents/ Guardians	Methods of Payment	<ul style="list-style-type: none"> ▪ Direct Debit - can be set up to make payments fortnightly, monthly, quarterly or annually ▪ Stratapay/Post Bill Pay/Australia Post ▪ Mastercard, Visa or EFTPOS ▪ In person at the Accounts Department by cash/cheque/money order ▪ Call the Accounts Department and provide (Mastercard or Visa) details
Parents/ Guardians	Fees and Charges	<ul style="list-style-type: none"> ▪ <i>All Fees and Levies are set out by the School Council and due as stated in the invoice/Business Notice. They may change at any time without notice.</i> ▪ Application Fees are non-refundable or transferable. They are payable prior to your child sitting an entrance assessment. This fee covers the administration costs in preparing and marking each entrance assessment. ▪ Acceptance Fees are non-refundable or transferable. The fee will hold a place at the College for your child. The Fee must be paid with the signed College Agreement within 14 days of receiving the agreement and prior to the student commencing at Al-Taqwa College. ▪ Any outstanding fees must be paid up to date or a satisfactory arrangement with the Accounts Department is arranged, prior to enrolling new students (siblings) of a current family. ▪ Tuition Fees are intended to cover all acceptable, authorised and common costs for the meeting of a child's tuition in a given year. Students commencing on any given day during a term, will be expected to pay the full Tuition Fees. The College does not accept pro rata payments. <i>Overseas students and Higher Fee Visa students will be charged differently and must pay the Tuition Fees and all other fees as stipulated in the invoice/Business Notice. There will be no discount applies to Overseas and Higher Fee Visa students.</i> ▪ General Levies cover costs for classroom supplies such as photocopying, reports, newsletters, diaries, home economics. Students commencing on any given day during a term, will be expected to pay the full General Levy. The College does not accept pro rata payments. ▪ Re-Confirmation Fee is compulsory and must be paid by the parents/guardians by the end of the third term for each family with a

		<p>student/s continuing in the following year. This Fee is an annual Fee. It is non-refundable and non-transferable.</p> <ul style="list-style-type: none"> ▪ Bus Booking Fee is non-refundable and non-transferable. The Bus Booking Fee must be paid at the same time when submitting the <i>College Agreement</i> or paying for the <i>Re-Confirmation Fee</i>. <i>Bus Booking/Bus Cancellation Form</i> must be completed when required. This Fee does not guarantee a place for the student(s) on the bus. It only covers the administration cost. If a position is available, a written confirmation will be notified to the parents/guardians by the Transport Officer. ▪ Bus Fee is non-refundable and non-transferable and covers a portion of the costs involved in providing the bus services operated each year on behalf of the College. This fee is \$550 without submitting the completed Conveyance Allowance Application Form or \$300 with submitting a completed Conveyance Allowance Application Form. The Bus Fee is subject to quarterly review with the contractor. All Bus Fees are subject to change without notice. Students commencing on any given day during a term, will be expected to pay the full term Bus Fees. The College does not accept pro rata payments. If parents/guardians do not complete the <i>Bus Cancellation Form</i> with one term notice the parents/guardians are responsible to pay the full following term Bus Fees. The College also reserves the right to withdraw access to the School Bus if students are found misbehaving on the bus in accordance with our <i>Student Behaviour Policy</i>. Parents/Guardians will be required to pay the full amount in this situation. The College also reserves the right to withdraw access to the School Bus service to the students in the event that parents/guardians failing to pay the School Bus Fees in accordance with the fee payment arrangements. ▪ Miscellaneous Charges may include text books, Arabic and Islamic study books, school uniform, use of IT and printouts, special needs, excursions/incursions, sports activities, educational outings, camps, school photos, medical supplies, after school care etc. Parents/Guardians are required to pay these additional costs. These additional costs are not included in the Tuition Fee or General Levy. ▪ Replacement of Cheques - The College may pass any bank fees and charges to replace a lost cheque. The College may also charge a fee for any dis-honoured cheque payment. ▪ Administration Fees may be applied in the event that invoices are not paid by the due date or in breach of Terms and Conditions and billed to the parent/guardian. Non-payment of Administration Fees may be considered non-payment of fees and may be handed over to our debt collection agency.
Parents/ Guardians	Distance Education	<ul style="list-style-type: none"> ▪ Our Year 10, 11 and 12 students have the opportunity to study utilising distance education. This is not organised by Al-Taqwa College and all fees and charges will be between the parent/guardian and the institution delivering the service. Staff members will be available to guide students depending on the subjects chosen to study using distance education. Any additional fees including travel are at the students own expense.
Parents/ Guardians	VET/VCAL	<ul style="list-style-type: none"> ▪ Al-Taqwa students may elect to study VET/VCAL courses. Students may be required to purchase extra course materials and will be charged accordingly. These charges will be advised separately and are not included in any fees laid out in the Business Notice. Students will be required to pay for their own travel arrangements to other institutions if

		<p>required. Parents/Guardians will be notified of any fees or charges which may attract a fee from a third party when applying for VET/VCAL courses. All course fees must be paid in full, prior to the commencement of study, these fees are non-refundable and non-transferable. Fees may be required to be paid directly to a third party. Information regarding VET/VCAL are to be confirmed.</p>
<p>Parents/ Guardians/ Accounts Receivable</p>	<p>Unpaid fees/ Debt Collection</p>	<ul style="list-style-type: none"> ▪ All fees must be paid by the due date as indicated on your invoices. ▪ Any fees incurred by Al-Taqwa College as a result of non-payment will be passed on to the person(s) who is responsible and has signed the College Agreement and Enrolment Application Form ▪ If fees are not finalised by the due date of the initial invoice, a reminder letter will be sent. If payment is not received within five (5) working days of the reminder letter, a final notice and suspension/debar letter will be sent. An administrative fee of \$30 may be charged for all outstanding accounts at this point. ▪ If payment has not been made within five (5) working days of the final notice and suspension/debar letter, the child will be suspended/debarred until the outstanding balance is paid, or until an acceptable payment plan is reached with the Accounts Department. ▪ If school fees for the current term or any other fees are not paid, the College reserves the right to debar the student from the College. ▪ Any parents/guardians who default on their payments plan will have their child debarred from the College. ▪ The College will refuse future enrolments of siblings for families who have outstanding fees. ▪ The decision to proceed with debt collection is at the discretion of the Principal and his delegates if parents/guardians default on their payments. Please refer to <i>Debt Collection Policy</i>. ▪ Students who are debarred from Al-Taqwa College must have all Tuition Fees paid up until the end of the term they are currently enrolled in. ▪ Parents/guardians will be responsible for the payment of all legal fees incurred by the School for the recovery of outstanding debts. These charges will be billed to the parent/guardian account. ▪ If in the Principal or his delegate's opinion, parents/guardians are considered persistent or deliberate default payers, then the Principal or his delegate may choose to debar/suspend a student's place at the College until such time that the outstanding fees and charges have been paid or remove the student from the College roll permanently. ▪ If the School is required to seek legal action for the recovery of outstanding sums, then the student(s) will be debarred from school, until such time that the amounts are paid in full or an arrangement satisfactory to the School has been agreed to, or remove the student from the College roll permanently. ▪ If parents/guardians fail to pay any sums due to Al-Taqwa College, following a written demand having being made, then they will be liable for all the legal and administrative costs occasioned by this default. If the College is required to seek legal action for the recovery of outstanding sums, then student/s will either be: <ul style="list-style-type: none"> a. suspended from the College, until such time that the amounts are paid in full or a satisfactory arrangement with the Accounts Department has been agreed to. b. removed from the College roll permanently.

		c. Student report will be withheld until payment is up-to-date.
Parents/ Guardians	Bursary and Scholarships	<ul style="list-style-type: none"> ▪ Applications for scholarships must be made as per the <i>Scholarship Policy</i>. Applications for scholarships are advertised in the local newspapers, College newsletters and website and must be submitted to the Registrar along with an application fee. ▪ Scholarships are awarded in three areas: Academic Excellence, Religious and Sporting. ▪ Scholarships are awarded based on merit as determined by the College taking into consideration examination results, student behaviour, and attendance records etc. ▪ In accepting a Scholarship, parents/guardians are accepting that their child is expected to complete the education at Al-Taqwa College. The College will require the full repayment of the total value of the Scholarship if students/parents do not fulfil this expectation or the <i>Scholarship Policy</i>. Scholarships may be withdrawn if the conditions of acceptance are not met. ▪ Bursary applications can be made to the Accounts Department. Applications are considered as per the <i>Bursary Policy</i>. ▪ Overseas students and those on student visas are ineligible for bursary or scholarship. ▪ Families applying for bursary must have had children at the College for at least one year prior to application.
Parents/ Guardians	New students	<ul style="list-style-type: none"> ▪ Families enrolling a new student anytime during a school term will be invoiced for the entire term. ▪ The College does not accept pro rata payments. ▪ Any parent/guardian who withdraws their children enrolment following accepting the position may incur a full term school fees and administration fee per child as stipulated in the Business Notice. The Administration Fee may be billed if the withdrawal is notified after the date of acceptance has lapsed. ▪ If for any reason you decide to re-enroll your child and have not paid the past full term school fees and administration fee, your child's enrolment may not be accepted until payment is made. ▪ New student's enrolment process will be pending if there are outstanding fees for any siblings. ▪ Children with special educational needs will be assessed according to the College's <i>Special Needs Policy</i>. Children with special needs must be discussed prior to enrolment. Any additional fees will be charged accordingly.
Parents/ Guardians	Holiday Leave/ Extended Leave	<ul style="list-style-type: none"> ▪ All extended absences from the College must comply with the <i>Holiday Leave Policy</i>. Any extended absence which does not comply with this policy may result in the student being debarred from the College. Please be aware that if the student is debarred, the child will be required to reapply to the College which will include entrance testing, placement and transport availability (If applicable). ▪ The College does not accept pro rata payments while students are on any leave. ▪ Where an absence is approved, all outstanding accounts must be settled prior to leaving. This includes the payment of all fees which will be incurred for the duration of the holiday period.

		<ul style="list-style-type: none"> ▪ If a student is on leave for more than 18 weeks their enrolment will be cancelled unless all outstanding accounts and one term's fees are paid in advance and held as a holding fee. These fees will not be refunded if the student does not return to Al-Taqwa College. ▪ All students on extended leave must sit a re-entry assessment upon their return. The College has the right to downgrade the student depending on their assessment result. If one term's fees are not paid in advance the student's enrolment will be cancelled. If enrolments are cancelled the student will be required to reapply to Al-Taqwa College which will include a further entrance assessment, be subject to enrolment availability and also transport availability if applicable. ▪ The College will not refund any part of fees as a result of a student's absence (of any kind) from school. Absences do not include curriculum activities, such as camps and excursions. In the case of long term illness, parents may apply for fee relief, in writing, to the Principal or his delegates.
	Fee Relief	<ul style="list-style-type: none"> ▪ The Principal or the Business Manager have the discretion to waive all or part of a particular term's fees in the event of a student being continuously absent from School for at least one semester due to exceptional circumstances ie: a student who suffers from a long term illness. Parents/Guardians will need to apply in writing, to the Principal or the Business Manager, explaining the circumstances of the absence and providing appropriate evidence such as medical certificates. Absence from school due to suspension or travel etc, does not constitute exceptional circumstances.
Parents/ Guardians	Exiting Students	<ul style="list-style-type: none"> ▪ Parents/Guardians wishing to withdraw their child/ren from the College must provide one full terms notice, as outlined in the <i>Enrolment Cancellation Policy</i>. ▪ A full term Tuition Fees and administration fee as stipulated in the Business Notice may be charged for student's cancelling without one term notice in writing by completing an <i>Enrolment Cancellation Form</i>. ▪ Parents/Guardians remain liable for the payment of all outstanding fees. An exit interview must be held between the parent/guardian, the College Registrar and the Principal or his delegates prior to exiting. ▪ Withdrawal of enrolment by the College - If in the opinion of the Principal or his delegate and the Disciplinary Committee, that a student should not continue at Al-Taqwa College, we will notify the parents/guardians to that effect and remove the student's name from the College roll and debar them from further attendance. The parents/guardians will be liable for all school fees and charges up to the end of the term except for the General Levy which will be required to be paid in full. ▪ Please refer to the <i>Business Notice</i> and Enrolment Cancellation Procedure for further information and conditions.
Accounts Receivable	Split invoices	<ul style="list-style-type: none"> ▪ Parents/Guardians are required to refer to the <i>Split Invoice Policy</i>. All parents/guardians who sign the College Agreement and Enrolment Application Form are responsible for the payment of school fees. ▪ In the event of divorce or separation, the school fees may be split as per an agreement approved by the College. ▪ Exceptions will only be made by court order. ▪ Each parent/guardian will be responsible for their agreed portion of the

		<p>fees and will be followed up if payments are in arrears.</p> <ul style="list-style-type: none"> ▪ If parents/guardians do not pay their portion as required, the College appointed debt collection agency, including any other fees (ie: legal, administration fees) will apply as set out in the Business Notice. ▪ If either of the parents/guardians default in their payments by the due dates, the College will debar the students.
Accounts Receivable	Payments made by a third party	<ul style="list-style-type: none"> ▪ The College is aware that school fees may sometimes be paid by a third party such as an employer or another family member. ▪ The College will invoice the parent/guardian. It is the parent/guardian's responsibility to forward invoices to the third party and arrange payments. ▪ A breakdown of each element of the invoice must be provided to that party which includes Tuition Fees, Re-Confirmation Fee, General Levy etc. ▪ In the event that the third party fails to pay any part of the outstanding balance, the parents/guardians who signed the College Agreement and Enrolment Application Form will remain liable. ▪ The College will not chase up payments from third parties, this is the responsibility of the parent/guardian.
Parents/Guardians	Lost or Damaged Property	<ul style="list-style-type: none"> ▪ Parents/Guardians will be responsible for the payment of any costs, incurred by the College, for any damage to College equipment and/or property that is deemed to be caused by the inappropriate or negligent behaviour of their child. ▪ If the College finds that a student has damaged property, it will be reported to the Marketing Coordinator/Parent Liaison Officer who will investigate the damage and send a letter home requesting payment for the property to be repaired or replaced. A copy will also be sent to the Accounts Department. ▪ The College will only nominate an appropriate supplier to ensure the damaged property is repaired or replaced immediately. ▪ All payments for damaged property must be paid at the Accounts Department. These amounts may be charged at any time as the College becomes aware of the loss or damage. ▪ If payments are not paid by the due date, the amount will be added to the school fees.
Parents/Guardians/Accounts Receivable	Refunds/Fees Paid in Advance	<ul style="list-style-type: none"> ▪ Parents/Guardians must obtain a Refund Form from the Accounts Department for a refund request. ▪ The Refund Form must be submitted to the Accounts Department upon completion with the relevant documentation (ie: receipt). ▪ It is the parent/guardians responsibility to provide proof of payment. If no receipt is provided your refund may be delayed or rejected. ▪ The Request for Refund Form must be signed by those who have signed the College Agreement and Enrolment Application Form. ▪ Approved refunds will be processed and paid by cheque within 30 days. ▪ Refunds will not be made to third parties. ▪ Regardless of the reason a student withdraws from the College, where fees have been paid in advance and no other balance owing, the College will refund that part of the Tuition Fees paid in advance where the student has not commenced that term and have given one terms notice. This does not apply to the General Levy.

Parents / Guardians	Financial Arrangements	<p>In special circumstances the College will consider requests from parents/guardians who are unable to pay the fees in accordance with the School Fee Policy due to medical, financial or domestic circumstances that may require compassionate consideration. Under these circumstances, the College may agree to enter into a formal financial agreement where (a) repayment of fees can be deferred or (b) an alternative payment schedule can be arranged.</p> <ul style="list-style-type: none"> ▪ Parents/guardians must apply for financial arrangements in writing to the Principal or his delegate. ▪ Financial arrangements are entirely at the discretion of the Principal or his delegate. ▪ Further debt collection action will cease, if formal financial arrangement are agreed to by both the College and the parents/guardians. ▪ The agreed financial arrangements will be confirmed in writing by the College and parents/guardians will be required to agree to the terms of the agreement before it is formally accepted by the College. Any approved financial arrangements not strictly adhered to will be withdrawn immediately upon default and recovery action on the outstanding debt will commence. School report will be withheld and the student will be debarred from the College until payment has been made. ▪ Any financial arrangement will involve a minimum repayment set out by the College, as a sign of good faith by the parents/guardians. ▪ All financial arrangements will be reviewed at the commencement of each School year. ▪ The Principal or his delegate must agree with the term and conditions. If not, the Principal or his delegate College has the right to reject the financial arrangement put forward by the parents/guardians.
Parents/ Guardians	Educational Maintenance Allowance (EMA)	<ul style="list-style-type: none"> ▪ EMA provides assistance to low income families by helping with the costs associated with the education of their children. ▪ Parents must complete an EMA Application form and submit it to the College by the deadline as specified by the government along with a photocopy of their current Health Care Card. ▪ Application forms may be obtained from the Accounts Department. They are also available on-line in multiple languages at www.education.vic.gov.au ▪ Applications must be returned to the Accounts Department by the closing date set by the government. Failure to do so will result in non-submission and no payment. ▪ When the application form is submitted a receipt will be issued to the parent/guardians by the Accounts Department. ▪ It is the parent/guardians responsibility to obtain and submit forms on time. ▪ The Accounts Department will enter all EMA applications onto the EMA Web System by the application close date published on the Department's website. ▪ Parents/Guardians can elect for EMA <ul style="list-style-type: none"> ▪ to be paid as a cheque ▪ can be directly credited to College fees

		<ul style="list-style-type: none"> ▪ can be credited into their nominated bank account. ▪ Information regarding EMA can be found at www.education.vic.gov.au ▪ All decisions regarding EMA eligibility are made by the Government, not by the College. ▪ The College has no control regarding the EMA procedures and payments. The EMA may change without notice. <p><i>The EMA program will cease to exist at the end of 2014.</i></p> <p><i>Information regarding EMA can be found at www.education.vic.gov.au. All decisions regarding EMA are made by the Government, not by the College.</i></p> <p><i>The EMA may change without notice.</i></p>
Parents/ Guardians	Conveyance Allowance	<ul style="list-style-type: none"> ▪ Parents/Guardians are requested to check Conveyance Allowance information guidelines online at www.education.vic.gov.au ▪ Due to amendments to the government policy on Conveyance Allowance which came into effect in 2013, new students to the College will not be eligible. ▪ Students who were eligible prior to 2013 will remain eligible as long as they remain at the same address and enrolled at the same school, unless they move from primary to secondary. ▪ Failure to submit the application on time may result in non-submission and no payment. ▪ When the application form is submitted, a receipt will be issued to the parent/guardian by the Accounts Department. ▪ Application forms are available at the Accounts Department, applications must be submitted before the due date. ▪ More information is available at www.education.vic.gov.au ▪ All decisions regarding Conveyance Allowance eligibility are made by the Government, not by the College. The College is unaware of the Government's decision prior to cheques being received. ▪ The College will process the Conveyance Allowance cheques after receipt from the Government. For further details or arrangements please contact the Accounts Department. ▪ The College prepares Conveyance Allowance cheques to the eligible parents/guardians at the end of the year. ▪ Claim forms must be completed in order for payment to be made. Parents will be notified via the College newsletter, SMS and school website when claim forms are available, ▪ Parents/Guardians can elect for Conveyance Allowance to be paid as a cheque or can be directly credited to College fees.