Kamaruka

ABN 82267854859

POLICY/PROCEDURE: 4.02

SCHOOL FEES POLICY

Kamaruka takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all ***Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

PURPOSE

Although Kamaruka receives some government support, fees constitute a necessary and substantial part of the school's income. Without the school fees and support from our parents and community, the school would not be able to function.

Kamaruka aims to provide a quality service which is accessible and affordable to parents/carers. Term fees are set prior to the start of each year by the Board.

POLICY

Kamaruka is a non-denominational, non-for-profit, independent private school. Kamaruka operates on a not-for-profit basis. Any surplus will be expended on equipment and resources for the children's program, upgrades and service improvements as specified by the Board. Enrolling your child in the specialised Kamaruka program is a commitment to fee-paying education.

1 SCHOOL FEES

School fees are set and reviewed annually by Kamaruka's Board, and cover all tuition costs as well as some excursions, stationery and textbooks. An excursion and camp contribution fee is also payable at the commencement of the year, or at enrolment if students commence later.

Fees are paid upfront per term.

2 PAYMENT OF ACCOUNTS/INVOICES

Invoices will be sent to parents/carers via email, two to four weeks before the commencement of each term. Invoices are required to be paid in full prior to the commencement of the term unless a payment plan has been agreed. Agreements for regular weekly, fortnightly or monthly instalments will commence within two weeks receipt of the fees invoice.

Parents/Carers who have negotiated special fee arrangements with the Principal will adopt the conditions specified in the enrolment offer.

Methods of Payment:

2.1 Direct Deposit

School Fees may be paid by direct deposit into the Kamaruka bank account as follows:

Account Name: Kamaruka Inc

BSB: 704191

Account Number: 274173560

PLEASE INCLUDE THE INVOICE NUMBER AS WELL AS THE STUDENT'S SURNAME AS THE PAYMENT RECEIVER REFERENCE.

2.2 Cash, bank/personal cheque payments will not be accepted by the school.

3 OVERDUE ACCOUNTS

Parents/carers are encouraged to speak to the Finance Director or Principal if they are having difficulty in paying. Special arrangements, such as a payment plan may be agreed. All agreements are to be in writing.

The school, after regular review and consideration of overdue accounts, takes relevant steps deemed necessary to recover outstanding fees. Should these steps include referral to a debt collection agency and/or legal avenues, all additional costs incurred will be added to the outstanding balance. Only students who are financially up to date are eligible for excursions and camps. The Principal may determine that students who are not financially up to date cannot attend Kamaruka until settlement of outstanding fees. An offer to send schoolwork home for the completion of the term may provided.

The Board will be notified of actions regarding overdue accounts in the Finance Board Reports e.g. where students have been unable to attend excursions, camps or the school.

3.1 Late Payment fees

All accounts that are unpaid prior to the commencement of term, may incur an administrative fee of 1.75% per month as from the due date of the outstanding balance, which will be added to the balance each month.

4 SIBLING DISCOUNTS

For families with more than one child at Kamaruka, we offer the following sibling discounts on fees:

- 10% for the second child
- 25% for the third and subsequent children

5 BURSARIES

Kamaruka supports inclusive education and, under special circumstances, a financial hardship bursary may be granted to students whose parents/carers are unable, for legitimate financial reasons, to cover the full cost of the Fees.

The Principal, on behalf of the Board, assesses applicants for Bursaries based on their written application, financial hardship, school visit and their interview with the Principal (or delegate).

Bursaries are usually dependent on a successful annual review by the Principal. There is no automatic right of continuation of a bursary. Bursaries are generally no more than 50% of the current tuition fees.

An application for Bursary Assistance must be submitted to the Principal by parents/carers each year for bursary assistance to be granted or continued.

The application form is available from the school. The application form must be completed and submitted, together with all supporting documentation, to the School Principal. See the Kamaruka Bursary Policy further details requirements and procedures.

6 EQUIPMENT AND UNIFORMS

A martial arts uniform will be issued to each new enrolment but remains the property of Kamaruka. Loss or damage to uniforms will see the cost invoiced separately or added to the school fees account.

Damage caused to any school property, will incur a replacement cost that will be invoiced separately or added to the student's school fee account.

Policy documents are accessible on the Kamaruka website as well as provided to parents/carers with enrolment forms.

7 CANCELLATION OF ENROLLMENT

A full term's notice in writing to the Principal is required in the event of withdrawal of a student from the school. Otherwise, payment of a full term's fees is required in lieu of such notice.

A student who ceases enrolment for whatever reason within a school term, will not be eligible for a refund of any portion of the term fees.

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
June 2025	Board	June 2028