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# Taree Christian College

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## College Fees Policy

The College Board fees policy outlines the premise for decision making in relation to fees and debt collection.

### **RATIONALE:**

Taree Christian College is financed by College fees from families and Commonwealth and State government recurrent funding. The following guiding principles form the basis of this policy:

1. Taree Christian College (TCC) is available to all families that are supportive of Christian Education. They must have a genuine desire for their children's education and need to commit their time and financial resources to partnering with the College.
2. Families have a responsibility to contribute to the costs of education for their children.
3. Financial assistance is given to families on low income provided they contribute in a small way by a regular payment.
4. Provided families meet the requirements of the College's enrolment policy, and the College has suitable places and resources available, access to Christian education should not be discriminated based on gender, race, physical disability, academic ability, or financial means.

### **POLICIES:**

1. TCC fees will be approved annually by the College Board and posted on the College website.
2. Discounts will be offered for siblings, to assist larger families.
3. Fee relief is available, on written application, based on family income and special circumstances.
4. Scholarships are provided at the discretion of the Principal in line with approved budget parameters.
5. Families are to enter into a direct debit arrangement to pay their fees across the year.
6. Unpaid TCC fees will be collected through a debt collection agency. Cancellation of the student enrolment is a possible measure to use but it must be used only once there is not other possibility of payment or the family indicates they will not work with TCC to pay their debt. All charges relating to fee collection by a Debt recovery agent will be passed onto the family.

## FEES - TERMS AND CONDITIONS

1. As a condition of enrolment, the College reserves the right to change its fees terms and conditions. Notice to families will be given by the end of the previous year to commence the next calendar year. Unless there are statutory or government legislative changes that need immediate modifications to the Terms and Conditions.
2. Tuition Fee Accounts are rendered at the commencement of each year or on entry into the College, with fees being billed annually. Parents may elect to have an approved payment plan with the College to pay off their fees across the year, subject to the College approval.
3. We reserve the right to outsource fee collection to a third party, subject to privacy and data protection guarantees.
4. Parents can pay by lump sum in advance; or direct debit from their financial institution or Centrelink.
5. All other payments will be issued with a receipt at the office. No money should be sent by way of a student to pay the TCC fees.
6. All fees and charges due to insufficient funds, will be added to the fees.
7. Please notify all changes of name, address, contact numbers, email address, banking details and other important information to the College promptly.
8. There are times when crisis or sudden changes to circumstances force families to leave the district at short notice. The College is sensitive to families at such times. There is, however, a need for the College to be given fair notice of departure to allow time for resources, staff and administrative adjustments.
7. **Therefore, TCC requires written notice. Upon written notification of withdrawal of enrolment, the college will require 13x week's notice, OR 13 week's tuition fees may be charged per student from the date written notification is received.**  
TCC will inform you of the balance of fees owing and adjust direct debit payments to finalise your account. Only Tuition Fees will be reversed on receipt of notice. Failure to give notice will mean a Terms fee in lieu of notice will be added to the outstanding fees payable by the family.
9. Donations to the Building Fund are deductible for income tax purposes.
10. When payments are made to a family account, your funds will be made to the oldest debt first.

11. If TCC's efforts to recover outstanding debts have been exhausted, external debt recovery or legal proceedings are deemed necessary to recover fees and charges. All recovery costs incurred will be added to the total amount outstanding.
  
12. **Non-payment of fees may result in the enrolment of your child/children being suspended or cancelled.**

#### **FEE RELIEF - TERMS AND CONDITIONS**

Fee Relief is provided at the complete discretion of the College and subject to the College's ability to provide it. No guarantee is given as to the College's ability to provide Fee Relief in future years.

Fee relief is provided based on the Business Manager's confidential assessment of your family's ability to pay the scheduled College fees and is therefore largely based on an assessment of your family income.

Although the provision of fee relief will be provided for the next year on the basis of your current family income, it is expected that, should there be a significant change in your family income (for whatever reason) at any time during that period, you will notify the Business Manager. The College reserves the right to adjust fees from the time of the change in circumstances.

In most instances, it will be enough to show the gross salary from your most recent Taxation returns (i.e. income of both parents if both are in paid employment). However, this should be adjusted for any subsequent wage increases resulting from Award changes, promotions, changes in job, commencement or termination of employment, or any other cause.

Should it come to the attention of the Business Manager that family income disclosed for the purposes of this assessment is significantly understated, Fee Relief will be withdrawn, and full fees charged, backdated to the commencement of the Fee Relief.

**DIRECT DEBIT:** To be eligible for Fee Relief, you must arrange a direct debit with your bank or financial institution for the payment of the fees as they fall due. Credit cards are not usually accepted.

**Enrolment:** Should you remove your child/ren before the end of term fee relief will be removed from your account and full fees will need to be paid.

#### **DAMAGE - - TERMS AND CONDITIONS**

1. Parents/Carers will be charged for the replacement/repair costs of damaged and lost property, including textbooks, library books, broken windows, equipment, etc.
  
2. Whilst the College appreciates families using their own vehicles occasionally on excursions, visits and other College business, the College cannot accept liability for any

accident or incident that may arise. Any insurance excess that may be incurred is completely the responsibility of the owner of the vehicle.