



LUTHERAN SCHOOL WAGGA WAGGA

POLICY AND PROCEDURES

TUITION FEE CONCESSIONS

Rationale

Lutheran School Wagga Wagga offers a faith based education in the Lutheran tradition for students from Kindergarten to Year 6. As a non-government independent school, it relies on families and carers making financial contributions to the school to support the education of their children. Parents and carers are required to make a commitment to support the school financially by paying fees (refer to Debt Collection Policy and Procedures).

There are some families that, through individual circumstances, are unable to meet their commitment to pay our school fees. They may genuinely wish for their children to be educated in our school, but their income is insufficient to include full payment of our fees. This can arise at initial enrolment interview or can develop over the course of their child's attendance at our school through changing family circumstances.

We wish to offer education to families who do not have the means to pay fees but whose faith dictates their wish that their child receives a Christian education and in the Lutheran tradition. The school Board must balance this need with its ongoing fiduciary responsibility.

Policy

The school will consider offering a place or maintaining the enrolment of a student whose family states they are unable to afford full school fees as defined in the Debt Collection Policy and Procedures. The Principal has discretion to offer or maintain the place within the ambit of this policy.

In consideration as to offering or maintaining fee concessions, or not, the following are to be considered:

1. Real need determined by factors such as unemployment, eligibility for pensions or factors that make them otherwise unable to pay full tuition expenses;
2. Sudden family trauma causing temporary or long-term financial hardship;
3. Family separation where significant financial hardship is faced by the main carer.

Fees forgone in this way are to be classified as "Family Assistance" with the privacy of the individuals maintained. The principal will gather sufficient information as they believe appropriate to make a decision to offer, or decline to offer, family assistance. The information obtained and the rationale for the decision are to be recorded as notes on the family's file within the electronic school administration system.

The Board will receive regular reports regarding the amount of income sacrificed through the policy. Reporting will be done using family numerical identifiers as recorded in the school's administration system.

The quantum of family assistance provided is to be limited to 1.75% of gross fee income. Should circumstances dictate that this figure may, for whatever reason, be exceeded the matter is to be reported by Board that may approve a temporary increase in this limit.

The principal will manage the policy in conjunction with the business manager.

Fees and charges such as bank fees are outside the bounds of this policy but generally, a family who seeks assistance with these costs will be in receipt of family assistance for school fees. Should this not be the case the principal may, on a case by case basis, approve requests for subsidies or waive charges.

Procedure

Any family seeking a reduction in school tuition charges will annually submit a declaration form. The form will include but not be limited to the following questions:

First year: In general, what are the circumstances for which you are seeking to be considered for fee concessions?

- Real need determined by factors such as unemployment, eligibility for pension, or employment circumstances whereby full tuition payments may constitute family hardship
- Sudden family trauma causing temporary or long-term financial hardship
- Family separation where significant financial hardship is faced by the main carer

Subsequent years: Has anything changed in your circumstances that prevent you from paying the full school fee?

Each year:

- What do you believe you can afford to pay?
- Are you willing to set up a direct payment for the approved amount?
- When do you anticipate you will be able to recommence paying full fees?

The information provided at this interview will be recorded. The principal will make a decision to offer, or not, a concession. The principal should discuss the request with the business manager as part of the decision process.

The decision and the reasons for the decision are to be recorded in the school's electronic school administration system against the account of the family.

A report of the number and amount of requests and approval of family assistance is to be made to the Board through the Finance Committee as part of the usual monthly reporting cycle as each approval is made.