



AUSTRALIAN
ISLAMIC COLLEGE

SCHOOL FEES POLICY & PROCEDURE

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Policy

1. Scope of Policy

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

Parents/guardians who enrol and re-enrol their children at the College assume a legal obligation to pay fees.

2. Policy Statement

The College is committed to a policy consisting of an Islamic education for young children who come from a wide range of backgrounds, and thus strives to keep fees to a minimum so that parents will be encouraged to enrol their children without suffering undue financial hardship.

3. Responsibilities

3.1 Board Responsibility

The AIC Board has the responsibility of reviewing the tuition fee levels each year, to ensure the continued financial viability of the school and the quality of the education it provides.

3.2 Executive Principal / CEO's Responsibility

The Executive Principal is responsible for monitoring and reviewing this Policy and ensuring the management group implement and maintain College policies and procedures.

3.3 Business Manager's Responsibility

The Business Manager makes recommendations regarding fee discounts due to financial hardship. All such recommendations require the approval of the Executive Principal. In doing so, every effort is made to be just and compassionate in both:

- Ensuring due consideration of those who need a fee discount due to financial hardship, and
- Ensuring that those who incur a debt meet their commitment to repayment.

The Business Manager is also responsible for ensuring that arrangements for the payment of fees are adequate.

3.4 Administration Responsibility

Duties associated with these policies and procedures will be undertaken and shared by the Enrolments and Accounts Receivable teams.

3.5 Parent/Guardian Responsibility

When enrolling and re-enrolling children in the College, the fee structure is outlined and parents / guardians commit themselves, in writing, to fulfilling the responsibility they are undertaking. The seriousness of the commitment must be emphasised and parents/guardians must understand that a school is a financial as well as an educational institution, dependent upon fees to remain viable. The parent/guardian who completes the Enrolment or Re-enrolment form, accepts the ongoing responsibility for payment of the fees. Where a child lives with both parents, at least one parent/guardian is required to complete the Enrolment Acceptance form and/or Re-enrolment form as applicable.

It is the responsibility of the parents/guardians to notify management if they are experiencing difficulty with the payment of fees.

Parents / Guardians / Care Givers who enrol their children at Australian Islamic College have a responsibility to meet the financial obligations associated with the education of their child.

4. Family Fee Support

Concession discounts off the standard Tuition Fee are only given to families with a current concession card from Centrelink. A copy of the valid concession card must be provided at the time of enrolment / re-enrolment to obtain the discount.

Important note Perth: Kindergarten, Year 11 and Year 12 students are not entitled to Health Care Card or sibling discounts.

Important note Adelaide: Year 11 and Year 12 students are not entitled to Health Care Card discounts.

4.1 Fee Discounts due to Financial Hardship

The College has provisions in place for reductions or deferrals of payment of fees when a parent finds themselves in circumstances of genuine need. To this end, the College encourages parents to seek assistance in the early stages of any financial difficulties. Parents must complete a financial hardship application form and submit it to the front office

of the College. This will then be forwarded to the Business Manager for consideration. Fee support will only be considered after such written notice is lodged. The matter will be dealt with respectfully and confidentially.

4.2 Confidentiality

All matters related to fee concessions or inability to pay are treated in the strictest of confidence.

5. Fees Accounts

Parents will be invoiced in term one for the full year and reminders will be sent each term. Invoices will be emailed out two weeks prior to term start. All tuition fee accounts must be kept up to date as per the payment plan option chosen and must be finalised by the second week of Term 4 for Kindergarten, Pre-Primary and Year 1 to Year 8. For Year 9, 10, 11 and 12 tuition fees must be finalised by the second week of Term 3.

5.1 Application Fee

Parents/guardians may register their child/children by completing the online application form and paying a fee of \$50 per child. Paying this application fee does not guarantee a place at the College. This application fee is non-refundable and does not count towards tuition fees.

5.2 Enrolment Deposit

A non-refundable deposit of one term's tuition fee per student is due when the College offers a place and the place is accepted. The deposit of one term's tuition fee is payable regardless of the date the student is commencing within the term, however, charges will be pro-rated. To secure the place offered by the College, the applicant must pay the enrolment deposit within ten days of notification. For Kindergarten (KG) the annual resource fee must also be paid with the enrolment deposit. The one term's fee deposit is non-refundable, if the family decides not to attend.

5.3 Resource Fee

An annual resource fee is applicable to all students (KG to Y12). The resource fee is compulsory and covers materials and stationery not included in booklists and is payable at the time of enrolment / re-enrolment.

5.4 Early Bird Payment Discount

An early bird payment discount of 5% is available on tuition fees provided there is no outstanding account balance from prior years. The early bird discount is based on full fees (not concession fees). The Secondary Assistance Scheme (SAS) payment of \$235 (applicable in Western Australia only) will **not** be deducted at the time of the early bird payment but will be refunded should the payment be received later in the academic year. Early Bird payment discount final date is specified by the school each year. A family may receive only one discount per student. Therefore if a family opts for the Early Bird Discount for a student, they cannot also claim the Health Care Card Discount for that same student, and vice versa.

6. Secondary Assistance Scheme (SAS) – Western Australia only

In Western Australia the Department of Education has a Secondary Assistance Scheme (SAS) for payments towards high school student tuition fees. To be eligible there must be a valid Health Care Card relating to the secondary student for the enrolment year. Parents are responsible for completing the SAS application form before 1 April each year. Forms are available at front office from the beginning of February each year.

7. Re-enrolment Fee

A re-enrolment fee of \$200 per child is required to be paid at the time of re-enrolment for the following year and is counted towards the total tuition fee. However, this fee is non-refundable should the student not attend the following year.

8. Tuition Fee Payment Options

Tuition fees are payable in equal instalments on or before the due date. The payment options available are:

- Early Bird Discount (if payment is made before due date specified by the school each year)
- BPoint (direct debit system for school fees, bus fees, and/or levies)
- Per Term (25% of school fees due by week two of each term – Kindergarten to Year 8)
- Per Term (one-third of school fees due by week two of term 1, 2 & 3 – Year 9, 10, 11 and 12; no term 4 payment is required for Year 9, 10 and 11 students, unless a new enrolment)
- Centrepay fortnightly (school fees only / school and bus fees)

9. Communication

Please note: It is the parent's responsibility to communicate with the College if they do not receive the invoice. It is also the parent's responsibility to ensure the College is advised of any change in contact details.

10. Payment Methods

Payments may be made using the following methods:

1. Cheque or cash
2. Debit / credit card
3. Internet banking
4. Centrepay (forms available at front office)
5. Payment Plan via BPoint (forms available at front office) or EasyPay

Important: If deductions are declined continuously, AIC will cancel the payment plan after the third failed attempt and the parent will be required to pay the term fees in full.

10.1 Internet banking details

Campus	Commonwealth Bank Account Details
Australian Islamic College Kewdale	BSB: 066-000 Account Number: 13330497
Australian Islamic College Thornlie	BSB: 066-000 Account Number: 13331123
Australian Islamic College Dianella	BSB: 066-000 Account Number: 13330382
Australian Islamic College Henley Brook	BSB: 066-000 Account Number: 13330366
Australian Islamic College Forrestdale	BSB: 066-000 Account Number: 13330331
Australian Islamic College Adelaide	BSB: 066-000 Account Number: 13331174

When paying by Internet banking, please enter your parent ID number in the details field and family name in the reference field of the internet transfer payment. Please email a copy of your payment to info@aic.wa.edu.au.

Cheques should be made payable to Australian Islamic College and may be delivered to the Accounts Office or posted to the College.

Promissory Notes will not be accepted.

11. Year 9, 10, 11 and 12 Fees

Students complete their Year 9, 10, 11 and 12 schooling at the end of Term 3 each year, or by no later than week 2 in Term 4 of each year.

Parents need to be aware that:

- **For Years 9, 10 and 11:** Regardless of whether the student is continuing into the following year or not, the tuition fees for the whole year must be paid in full by the second week of Term 3.
- **For Year 12:** Graduation certificates will not be issued unless the tuition fees for the whole year are paid in full by the second week of Term 3.

12. Late and/or Non-Payment of School Fees

Suspension of students will occur in week 3 of each term, if tuition fees are not paid as per the fee payment option.

Parents/guardians who are unable to pay fees by the due date agreed to, must apply to the Business Manager through the Accounts Receivable Department for an extension or to enter into an individual instalment agreement. In the event that fees are overdue, the College will make every attempt to contact the parents (phone call, SMS, email and/or letter) however, if the fees are still owing, students will be suspended until the dues are cleared.

Suspension process involves accounts receivable staff contacting parents to obtain outstanding fee payment. By the end of week 2 of each term a list of students whose parents have not met their fee obligations will be provided to the relevant school Principal. The Principal will write to each parent providing the last possible date for payment along with the date suspension will occur if payment is not received. Students remain on suspension until parents clear the outstanding balance for that term.

This process also includes parents on payment plans who have defaulted. The Principal reserves the right to cancel a student's enrolment where fees are overdue unless satisfactory alternative arrangements have been made. Any expenses, costs or disbursements incurred by the College in recovering any outstanding monies may also be charged to the account.

13. Student Withdrawal Procedure

If parents or guardians decide to withdraw their child from the College permanently, they must adhere to the following procedure:

1. Written Notice

Parents/guardians must notify the respective Principal in writing at least 21 term days before the intended withdrawal date. This means the notice should be submitted at least three weeks before term break. Failure to meet this requirement will result in a non-compliance fee equivalent to three weeks' worth of tuition fees.

- If notice is provided during the term, the current term's fees will still apply. However, fees for any remaining terms will be credited or refunded where applicable.
- If notice is given but not at least 21 days before the new term commences, the College will charge 21 days of tuition fees for that new term, and the remaining portion of the new term's fees will be credited or refunded, where applicable. In the absence of a formal **written** notice, the full fees for the following term will be charged.

2. Leaving Form & Family Fee Declaration

A Leaving Form and Family Fee Declaration Form must be completed and signed by the parents or guardians at the College's Front Office.

3. Settlement of Account

The full balance of the account must be settled within 14 days of the notice of withdrawal. Failure to settle the account within this period may result in the account being handed over to the College's Debt Collection Agency.

14. Refund Policy

Please refer to the below table regarding the College's refund policy.

Item	Refundable or Non-refundable	Conditions
Application Fees	Non-refundable	
Enrolment deposit (one-term's fees)	Non-refundable	
Annual resource fee	Refundable	Only refundable if the enrolment is cancelled before the commencement of the school year
Secondary Assistance Scheme	Refundable	Only refundable if fees have been fully paid prior to the College receiving the SAS payment from the government
Re-enrolment fee	Non-refundable	
School fees	Refundable (subject to conditions)	Written notice of withdrawal must be provided 21 days prior to withdrawal. If notice of withdrawal is given within a term, that term is still payable and is non-refundable.
Excursions (including camps)	Non-refundable	
Subject Levies	Non-refundable	
VET fees	Non-refundable	
Uni-ready fees	Non-refundable	
Swimming fees	Non-refundable	
Bus fees	-	As per Bus Agreement and associated Terms and Conditions

Last reviewed: [June 2026]
 Approved by: [Executive Principal]
 Next review: [January 2027]